Brag Sheet

Student's Personal Information Sheet for Recommendations

This form must be submitted as a prerequisite to receiving letters of recommendations from teachers and counselors.

1. Complete and save this as a GOOGLE DOC (many teachers cannot access word documents) and type in your responses to at least 10 of the items listed below (Items 1-4 are required for teacher recommendations). Complete before asking for a recommendation.

2. Ask for a recommendation, in person, at least 2 weeks prior to any deadline!

a. **DO NOT email during a school break to ask for a recommendation, many people do not check email at this time.**
b. **If you have a good idea of what you are intending to study and/or pursue it's usually a great idea to ask a recommender who's in a related field to write a letter.**
c. **When you request a letter of recommendation from your teacher(s), ask if they would like to know any specific information about you that will assist them in writing a unique letter to you and your accomplishments.**

3. If the person agrees to write a recommendation, send them the GOOGLE DOC of your brag sheet from your school email (to avoid spam filters).

Important things to note:

- ★ **Ninety-nine percent of the time, recommendation letters are sent directly from the writer to the source that requires it. You are not entitled to view a letter written on your behalf.**
- ★ **It is very rare for students to need more than 2 letters of recommendation. Limit your letter requests to 2 writers unless you have special circumstances.**

4. A handwritten thank you note should be sent within a reasonable amount of time to each person that writes a letter of recommendation for you.

Student Name _____ GPA/Rank_____ Graduation Yr_____

What will you be using this letter for? I.e. is this letter required for a college application, scholarship, etc...-do not ask for a letter of recommendation just to have one.

_____

*Required for teacher recommendations; after these, answer the most relevant remaining questions.

1. *What class/classes did you have with the recommender?
2. *Remind me of assignments, projects, activities that you did in my class that have stuck with you as being something you learned or remember fondly.
3. *What did you gain by being in my class?
4. *How did you handle being in a difficult class? Do you remember how you reacted to the challenge?
5. *List 5 adjectives that describe something about yourself.
6. What makes you unique? What distinguishes you from others your age? List unique talents, skills, achievements, or unique life experiences.
7. What are you considering studying in college or technical school? Why?
8. What colleges are you considering? Why?
9. What are your long range career plans? How will the college you attend and the degree you study help you reach those career goals?
10. What extra- curricular activity or job experience has been the most meaningful to you? Why?
11. Describe an instance in which an article, book, play or film has caused you to change your way of thinking.
12. Is your high school academic record an accurate measure of your ability and potential? If not, what do you consider the best measure of your potential for success in college work?
13. What circumstances, if any, have interfered with your academic performance? With your extracurricular involvement?
14. Describe an instance that shows your values and character.
15. Describe an instance that shows your work ethic.
16. Describe a time when you failed at something and what lesson you learned from that event.
17. What do you consider your greatest strength?
18. What do you consider your greatest weakness?
19. Who has had a significant impact on your life thus far? Explain.
20. Is there any other information you would like to share?
21. What would you like me to say about you?

Resume

Complete the following (add additional lines as needed):

School Activity	Years of Participation	Indicate if you had a leadership role (i.e. Captain, officer, section leader, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Community Activities/Volunteerism	Years of Participation	Indicate if you had a leadership role (i.e. President, Treasurer, Vice-President)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Honors or Awards	Year/s Received
_____	_____
_____	_____
_____	_____

Paid Jobs	Dates of Employment (date start-date ended)	List any leadership role and/or promotions
_____	_____	_____
_____	_____	_____
_____	_____	_____

Interests and Hobbies

_____

_____

LIST YOUR CLASS SCHEDULE FOR THIS YEAR

Parents/Guardians

(This section is required)

1. What adjectives best describe your child? Why?

2. Is there anything that has interfered with your child's achievement?

3. What would you like us to know about your child? Give an example of something your child has done that makes you proud.

4. What would you like us to say about your child?