

BRAG SHEET - REQUESTING LETTERS OF RECOMMENDATION

Please fill out this form as accurately and completely as possible. Don't be afraid to "brag" about yourself a little. Your counselor, teachers, coaches, mentors, and supervisors will use this information to recommend you for scholarships, college admissions and other honors/awards. You may attach a separate sheet of paper and/or résumé if you would like. Letters of Recommendation need to be requested 2-3 weeks in advance.

To request a Letter of Recommendation: Ask teachers you feel very comfortable with and believe will write a strong letter of rec.
Ask them if it is possible to write you a letter of rec.?

Once they have accepted, you take them the "Brag Sheet" **2-3 weeks in advance** before the deadline to ensure you have it in your possession by the time you need it.

It is a good idea to have 4-5 Letters of Recommendation handy at all times (you can just make copies) and attach them to the Scholarship Applications.

Also, don't forget to write a thank you to the person writing your recommendation letter. This is always a nice follow up. It is a small gesture that goes a very long way.

Friendly reminder: It is never too early to start working on your scholarships. Utilize the scholarship links under the guidance page on the school website.

NAME: _____

1. Introduction: Please tell me about yourself. List 3-5 adjectives that you or others use to describe you. Use detailed sentences.

2. What do you hope to accomplish in life and why?

3. ACADEMICS: What types of courses interest you and why?

4. What are you proudest academic accomplishments and why?

5. Do you feel your GPA and /or test scores reflect your true ability? Why or why not?
AND LIST YOUR GPA AND TEST SCORES:_____

6. Personal: In what areas have you grown or matured since 9th grade year?

7. How do you express your creativity? (Academically, artistically, athletically, interpersonally, musically, etc.)

8. Are there any difficult challenges, disabilities, special circumstances, or struggles that you would like to mention?_____

9. Activities: What activity or work experience has been the most meaningful to you and why?

10. Give examples of how you have demonstrated leadership skills.

11. List your high school activities and they years of participation. You may also add comments regarding leadership roles, committees, special responsibilities, etc.

12. List activities outside of high school and the years of participation.

13. List your community service/volunteer activities during your high school years and years of participation.

14. List part-time jobs and dates of participation.

15. Please include any other comments about yourself that you think would be helpful for me to know.

16. What is the purpose of the letter? College, job, scholarship, or general? _____

17. Is this letter to be returned to you or mailed? If mailed to what address _____
