

## COLLEGE/SCHOLARSHIP "BRAG SHEET"

## Letter of Recommendation Request Form - Personal Resume/Information

**Instructions:** It is important that this form be filled out accurately and completely. Teachers and counselors need a minimum of ONE week advance notice to write a letter of recommendation. Please provide a copy of this brag sheet to each teacher and counselor. PROOFREAD before submitting.

Student Name							
E-mail	-mail Phone Number						
PURPOSE OF LETTER:							
Recommendation for College	Scholarship	Honors Program	Other				
Direct Letters to: (name of school/scholarship/program)	Mail Directly	Return to student	Online	Due Date			
1							
2							
3							
List FOUR teacher or staff member							
1		3					
2		4					

Describe your college/career aspirations or goals:

List Advanced Placement exa	minations you have t	taken and circle your	score:					
Test 1:			Score:	1	2	3	4 5	
Test 2:			Score:	1	2	3	4 5	
Test 3:			Score:	1	2	3	4 5	
List AP courses that you are o	currently enrolled in:							
G.P.A SAT Score	SAT II Score		_ Class Rank		/	/		
School activities that you hav								
Clubs: 11, 12) (year)				Offic	ce(s	) he		
Sports: (note Varsity, J.V., etc. (year)	•	evel (9, 10, 11, 12)	Ca	apta	in/l	non	ors	
Fine/Performing Arts: (note (year)	group, roles, etc.) Gr	ade level (9, 10, 11, 1	2)	Offic	ce/ł	none	ors	
Student Government: (year)	Grade l	evel (9, 10, 11, 12)		Offic	ce(s	) he	eld	
								2

List any awards and/or honors you have received (academic, athletic, fine & performing arts, community, etc.).
List the number of Community Service Hours you have earned to date. Explain some of the projects you have been involved in and what they have meant to you.
List any community organizations that you are involved in outside of school and explain your involvement.
List any employment experiences (indicate job duties and length of employment).
Describe your travel experiences:
Please list something special or unique about you and explain (e.g. play musical instrument, reading interests, hobbies, experiences, etc.) – what sets you apart from other high achieving students:

List five adjectives that describe you and explain why:
Describe and explain one or more academic accomplishment(s) in which you take special pride:
Describe your family (occupation of parents, discuss siblings, and special circumstances)

Remember to update this form as often as needed and to give teachers and counselors a <u>minimum</u> of ONE week prior to the due date for a letter of recommendation.