



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 _____ 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
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1. _____

2. _____

3. _____

List FOUR teacher or staff members who know you well:

1. _____ 3. _____

2. _____ 4. _____

Describe your college/career aspirations or goals:

List Advanced Placement examinations you have 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 currently enrolled in:

G.P.A. _____ SAT Score _____ SAT II Score _____ ACT Score _____ Class Rank _____/_____

School activities that you have participated in or are currently active in:

Clubs: 11, 12) (year)	Grade level (9, 10, Office(s) held

Sports: (note Varsity, J.V., etc.) (year)	Grade level (9, 10, 11, 12)	Captain/honors

Fine/Performing Arts: (note group, roles, etc.) (year)	Grade level (9, 10, 11, 12)	Office/honors

Student Government: (year)	Grade level (9, 10, 11, 12)	Office(s) held

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 minimum of ONE week prior to the due date for a letter of recommendation.