

COLLEGE & SCHOLARSHIP

LETTER OF RECOMMENDATION BRAG SHEET

Help Me Tell Your Story

This form is designed for anyone writing your letter of recommendation including a teacher, counselor, coach, employer, supervisor, mentor, advisor, or community leader. The goal is to give your recommender specific examples of your character, growth, leadership, resilience, curiosity, relationships, and goals.

Full Name	
Preferred Name	
School Email	
Grade	
Intended College Major/Career	
Recommendation Deadline	

Colleges / Programs / Scholarships - Be specific. What are you applying for?

-

Important: Be specific. Stories and examples are much more useful to a recommender than a list of adjectives.

1. YOUR GOALS

Help your recommender understand where you are headed and why.

What are you hoping to do after high school? Include college, career, military, technical school, or other plans.

Why are you interested in your intended career or field? Tell the story behind your interest.

What do you hope to accomplish in the next 5–10 years?

2. YOUR TOP QUALITIES

Choose 3-5 qualities that best describe you.

- ☐ Responsible ☐ Hardworking ☐ Curious ☐ Creative ☐ Compassionate
☐ Persistent ☐ Independent ☐ Dependable ☐ Leader ☐ Team player
☐ Problem solver ☐ Positive ☐ Organized ☐ Adaptable ☐ Resilient
☐ Motivated ☐ Communicator ☐ Other: _____

Quality #1 and a specific example that demonstrates it:

Quality #2 and a specific example that demonstrates it:

Quality #3 and a specific example that demonstrates it:

3. YOUR BIGGEST ACCOMPLISHMENTS

List accomplishments you are genuinely proud of. These can include academics, projects, leadership, work, family responsibilities, athletics, service, or personal growth.

Accomplishment	Why are you proud of it?	What does it show about you?

4. LEADERSHIP & INITIATIVE

Leadership does not require an official title.

Describe a time you took initiative without being asked. What did you notice needed to be done, and what did you do?

Describe a time you helped lead a group, team, project, or organization.

Describe a time you helped someone else succeed.

5. TEAMWORK & RELATIONSHIPS

What role do you usually play when working with others? Why?

Describe a time you worked with a difficult person or challenging group. How did you handle it?

What do you contribute to a team that makes the team stronger?

6. RESILIENCE & GROWTH

Only share what you are comfortable sharing.

Describe an obstacle, setback, or difficult experience you have faced.

How did you respond? Focus on what you did, not just what happened.

What did this experience teach you about yourself?

How have you grown during high school?

7. A TIME YOU FAILED OR MADE A MISTAKE

Describe a time something did not go as planned. What happened?

What did you learn from the experience?

What would you do differently today?

8. ACADEMIC & INTELLECTUAL CURIOSITY

What subject, topic, or idea are you genuinely interested in?

Describe a project, assignment, class, competition, or learning experience that you are especially proud of.

What is something you have learned outside of the classroom?

9. ACTIVITIES & EXPERIENCES THAT MATTER

Don't list everything you've ever done. Identify the experiences that have shaped who you are.

Activity / Experience	Your Role	Why It Matters to You

10. YOUR MOST MEANINGFUL EXPERIENCE

What experience during high school has had the greatest impact on you? Tell the story.

What did you do?

What did you learn?

How did it change you?

11. YOUR STORY BANK

Your recommender needs stories, not just adjectives. Think of 3 moments that show who you are.

Story #1

What happened?

What did you do?

What does this story show about you?

Story #2

What happened?

What did you do?

What does this story show about you?

Story #3

What happened?

What did you do?

What does this story show about you?

12. WHAT MAKES YOU UNIQUE?

What is something about you that an admissions officer would NOT learn from your transcript or application?

What is something people often misunderstand or underestimate about you?

What is something you are proud of that may not appear on a resume?

13. YOUR RELATIONSHIP WITH YOUR RECOMMENDER

Who is writing your recommendation, and what is their position/relationship to you?

How long have you known this person, and in what setting(s)?

Why did you choose this person to write your recommendation?

Describe one specific experience you shared with this person that you hope they remember.

14. THE MESSAGE YOU WANT YOUR RECOMMENDER TO SHARE

When an admissions officer finishes reading your recommendation, what are the three most important things you hope they understand about you?

Complete this sentence: "I hope my recommendation shows colleges that I am someone who..."

15. ONE LAST QUESTION

If you could sit down with an admissions officer for five minutes, what would you want them to know about you?