

Wake Forest High School Recommendation Packet (Brag Sheet)

Complete this packet ONLY if you need your Counselor/Teacher to write a recommendation.

Student's Name: _____ Phone # _____

Email Address: _____ Date Submitted: _____

School Counselor: ___ Pope (A-D) ___ Gibbons (E-K) ___ Duncan (L-Ri) ___ Stoeckel (Rj-Z) ___ Pike (OCS)



To get a digital copy of this packet scan the QR code (must be logged into WakeID)

PLEASE NOTE: Counselors/Teachers require at least **10 school days' notice** before your application deadline in order to write and submit your letter of recommendation on time. **Submit this checklist along with your info sheet, resume, and Guardian response form (Guardian form is optional).** If any of these components are missing, your counselor/teacher may not be able to write your letter of recommendation.

Name of College/Scholarship/ Opportunity	Application Deadline	Method of Recommendation (Common App, Coalition, etc.)

This form will help us accurately tell an admissions officer the type of person you are. We are looking for ways to describe you without parroting back the usual information most recommendations include (e.g., GPA, activities, and honors). Please carefully consider your responses to the following questions as they are extremely valuable in helping us assist you through your college admissions process. Please complete this form yourself; we do not want responses from your parent(s). The more information you provide, the stronger the letter of recommendation can be.

Wake Forest High School Letters of Recommendation Guidelines for Students

Colleges often ask for two or three recommendation letters from people who know you well. These letters should be written by someone who can describe your skills, accomplishments and personality. Colleges value recommendations because they:

- Reveal things about you that grades and test scores can't
- Provide personal opinions of your character
- Show who is willing to speak on your behalf

Letters of recommendation work for you when they present you in the best possible light, showcasing your skills and abilities.

When to Ask for Recommendations

Make sure to give your references at least **TWO WEEKS (10 school days)** before your earliest deadline to complete and send your letters. The earlier you ask, the better. Many teachers like to write recommendations during the summer. If you apply under early decision or early action plans, you'll definitely need to ask for recommendations by the start of your senior year or before.

Remember: teachers are writing whole stacks of letters, which takes time. *Your teachers will do a better job on your letter if they don't have to rush.*

Whom to Ask

It's your job to find people to write letters of recommendation for you. Follow these steps to start the process:

- Read each of your college applications carefully. Schools often ask for letters of recommendation from an academic teacher — sometimes in a specific subject — or a school counselor or both.
- Ask a counselor, teachers and your family who they think would make good references.
- Choose one of your teachers from junior year or a current teacher who has known you for a while. Colleges want a current perspective on you, so a teacher from several years ago isn't the best choice.
- Consider asking a teacher who also knows you outside the classroom. For example, a teacher who directed you in a play or advised your debate club can make a great reference.
- Consider other adults — such as an employer, a coach or an adviser from an activity outside of school — who have a good understanding of you and your strengths.
- Perhaps most importantly, pick someone who will be enthusiastic about writing the letter for you.
- If you're unsure about asking someone in particular, politely ask if he or she feels comfortable recommending you. That's a good way to avoid weak letters.

How to Get the Best Recommendations

Some teachers write many recommendation letters each year. Even if they know you well, it's a good idea to take some time to speak with them. Make it easy for them to give positive, detailed information about your achievements and your potential by refreshing their memory.

Here's how:

- Talk to them about your class participation.
- Remind them of specific work or projects you're proud of.
- Tell them what you learned in class.
- Mention any challenges you overcame.
- Give them the information they need to provide specific examples of your work.
- If you need a recommendation letter from a counselor or other school official, follow these guidelines:
- Make an appointment ahead of time (sign up for those senior conferences)
- Talk about your accomplishments, hobbies and plans for college and the future.
- If you need to discuss part of your transcript — low grades during your sophomore year, for example — do so. Explain why you had difficulty and discuss how you've changed and improved since then.
- **For counselor recommendations, we require a copy of your recommendation checklist, student info sheet, and resume.** You can also submit the parent response form if desired. With this information we can write a thorough recommendation. Ask your teacher recommender if he/she would like a copy as well.

Final Tips

- Waive your right to view recommendation letters on your application forms. Admission officers will trust them more if you haven't seen them.
- Give your references addressed and stamped envelopes for each college that requested a paper recommendation. Make sure your references know the deadlines for each college. Please note recommenders often have a couple weeks past your deadline to submit their recommendation.
- Follow up with your references a week or so before recommendations are due to make sure your letters have been sent or that they received the link for an electronic recommendation request.
- Once you've decided which college to attend, write thank-you notes. Tell your references where you're going and let them know how much you appreciate their support.

Student Brag Sheet Response Form

- 1. What are your greatest accomplishments, academically and/or personally?**

- 2. How have you changed, developed and grown throughout high school?**

- 3. What do you like to do in your free time? What are activities you would like to continue beyond HS?**

- 4. In what ways have you been a leader or change agent in your school and/or community?**

- 5. What was your favorite class taken in high school (regardless of the grade received) and why?**

- 6. Who has been the most influential person in your life to this point and why?**

- 7. Is there anything you want the college admission officers to know about you that you have not covered in your application? (This could include hardship, impact from Covid-19, an extended illness, family problem, time-consuming job, etc.) Remember that college admission officers can make better decisions if such things are explained rather than left unexplained.**

- 8. Please list 3 adjectives that describe you and explain why you chose them.**
 - A.**

 - B.**

 - C.**

- 9. What are your college/future plans? Possible major/career choice? How did you get interested in the field? Have you taken**

Please attach your resume or list all high school activities (including work experience), years participated, and leadership positions held on a separate sheet of paper. Be sure to include school and community involvement.

Guardian Brag Sheet Response Form (Optional)

Student's Name: _____

Parent's Name: _____

School Counselor: ___ Pope (A-D) ___ Gibbons (E-K) ___ Peasley (L-Ri) ___ Stoeckel (Rj-Z) ___ Pike (OCS)

This form will help us facilitate the college application process with your student, including the letter of recommendation required by many schools. We are looking for ways to describe your student beyond the basic information most recommendations include (e.g., GPA, activities, and honors), and your perspective from the home can be very beneficial. Thank you for your thoughtful responses!

1. List three adjectives that best describe your student:

A.

B.

C.

2. What do you consider to be the outstanding accomplishments of your student during high school?

3. What motivates your student to be successful?

4. From an admissions perspective, what would you want a college to know about your student?

5. Is there anything else you would like to share (hardships overcome, special talents, etc.)? Feel free to attach an additional sheet.