A close up of a sign

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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 minimumof TWO weeks 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: | Mail Directly | Return to student | Online | Due Date |
| (name of school/scholarship/program) |  |  |  |  |
|  |  |  |  |  |

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



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



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



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



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 TWO weeks prior to the due date for a letter of recommendation.***