

Valencia High School “Brag Sheet” Template

Use this worksheet as a template for a type-written personal resume. Create it as a Word document or Google Doc and send it digitally to those you are requesting a letter of recommendation from. Remember to continue to update when needed.

Valencia staff members who will be writing letters and filling out college and scholarship applications will need this information to be able to give you the best recommendation possible. Make sure you give this information to the person **at least three weeks** before the recommendation must be mailed.

Suggestions to consider when preparing your “brag sheet” or resume for college applications

Universities are looking for distinctive applicants that will enrich/enhance the academic community with dynamic leadership, social, cultural, and ethnic diversity, along with academic or artistic brilliance. What is the message that you want to create with your application? What are your unique experiences, skills, strengths? How will you represent yourself?

A. Personal Data

1. Name, cell phone, professional email address.
2. List the colleges you will apply to, your intended college major(s), and your intended career path(s).

B. Scholarship:

1. List your current weighted GPA and un-weighted GPA
2. List your awards/merits (e.g., VHS Distinguished Scholar, National Merit Scholar or Commended, CSF membership, NHS, IB Diploma, AVID Scholar (4-year program completion), Val Tech Diploma, AP Scholar, and VHS Perfect Attendance).
3. List past and current AP/IB exams. Include test scores.
4. List all SAT, SAT Subject Tests, and ACT test dates. Include test scores, including best single date score and super scores (the highest section scores across multiple test dates).

C. Activity resume

1. List and describe three leadership positions in order of importance (e.g., ASB, Varsity Lacrosse Captain, Senior Patrol Leader: BSA, NJB Coach).
2. List your three most important group memberships (e.g., VHS Red Cross, VHS: OCAD, B.S.A., Church Youth Group/Worship Team).
3. List your three most important summer activities (e.g., UCI Cosmos Science program, Starbucks barista, Family trip to Europe).
4. List your hobbies and/or other cultural activities (e.g., piano lessons, ultimate Frisbee, martial arts, Folklorico dance).
5. List important service activities (e.g., VHS Interact Club, BSA Eagle Project, Temple Tikvah Mexico Mission, Tiger Pride Days, etc.).
6. List four adjectives that most accurately describe you.
7. Identify a personal strength, provide an example to illustrate your point. Be specific.
8. Tell me about an incident/situation that reveals something about your personality. Be specific.
9. What has been your most rewarding experience (academic, personal, extracurricular, volunteer, project, etc.) in the past few years? Why was it significant?
10. Is there a unique circumstance (hardships, personal growth, etc.) you went through that sets you apart from others? If so, describe in detail. Be specific.

D. Personal Reflection

1. Am I a student who has challenged myself? Have I taken advantage of academic opportunities – the most rigorous educational options – the most challenging coursework available in my community? Have I traveled out of my neighborhood to a high school magnet academy for the challenge and educational opportunities?
2. Have I distinguished myself in the context of a rigorous course of study (IB, Val Tech, AVID, or a strong sequence of Advanced Placement coursework), the quality and quantity of my coursework, outstanding grades, superior test scores, honors/awards, extensive leadership and service? Do I have a diversity of interests and experiences that are presented clearly and explained in detail in my application and autobiographical essay?
3. Am I unique, distinctive, a person of influence, “a game-changer?” Do I have special, desirable, unique, skill sets; extensive leadership and service experiences, internships, artistic, athletic, civic, cultural, travel, religious, interests that set me apart. Can I establish a consistent, application-wide message that I am a very competitive applicant that has integrity and character?