



Letter of Recommendation, College/Scholarship Application “BRAG SHEET”

INSTRUCTIONS:

- Before you begin, read through the entire “Brag Sheet” form. Gather the information you will need to complete it, such as ACT/SAT scores, current transcript printout, list of extracurriculars, etc.
- Fill out this form completely **at the beginning of your Senior year**. It should be typewritten, so that you can easily cut and paste, make changes, and so others can read it! You will now have the information in one place to quickly refer to for:
 - Completion of College Applications
 - Applying for Scholarships
 - Obtaining Letters of Recommendation for Colleges and Scholarships.
- **“SAVE AS” THIS DOCUMENT** to your own files, so that you can make changes later and email it as needed.
- **Update** your “Brag Sheet” as Senior year progresses to add test scores, accomplishments, etc.

HOW TO USE YOUR “BRAG SHEET”:

- **BRAG!!!** College Admissions Officers and Scholarship Grantors do not know you. You want to let them know what an exceptional, well-rounded person you are. Now is NOT the time to be shy or humble.
- **YOU MUST PLAN AHEAD!** Plan ahead to ensure that you receive your letters of recommendation and transcripts on time. Please be aware that certain times of the year are very busy and that there are school breaks shortly before many important application deadlines. (Fall Break, Thanksgiving Break, Winter Break)
- Requests for Letters of Recommendation **MUST** be made at least **TWO WEEKS** before your due date. The more time you give your recommender/counselor, the more time he or she has to write the finest letter possible for you.
- Requests for Transcripts **MUST** be made in the Records office at least **ONE WEEK** before your due date.
- Carefully check the college or university’s website for the specific address for transcript submissions. Use of a general school address may result in the Admissions Office not receiving your transcript.
- If you have a TRUE emergency, please talk to your counselor.
- Don’t forget to write thank you notes to those who have assisted you in the college and scholarship process: recommenders, staff members, teachers, counselors, etc.



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Full Legal Name:	Nickname:
ID#:	Counselor:
Email address:	
Anticipated College Major:	Anticipated Career Choice:

I. ACADEMIC RECORD

Weighted GPA:	Cumulative GPA 9-12 (unweighted):		
Class Rank:			
SAT Reasoning Test:			
CR	CW	Math	Date taken: Date to be taken:
ACT: ACT with Writing: Date taken: Date to be taken:			
SAT Subject Tests:			
Subject	Score	Date taken:	Date to be taken:
Subject	Score	Date taken:	Date to be taken:
Subject	Score	Date taken:	Date to be taken:

II. COLLEGE APPLICATION CHECKLIST

Complete the College Application Checklist:

- Transcript Request Form (Counseling Office/College Center)
- Cal Grant GPA Permission Form (Counseling Office/College Center)

College	App Due Date	Essay(s)/ Short Answers	Additional Docs Needed	Financial Aid	Recommendations



III. LETTERS OF RECOMMENDATION

Instructions: A letter of recommendation must be specific and detailed, and the person writing it for you wants to provide you the best possible letter. It is very important that you **answer questions thoroughly, and it must be typewritten.** Not all questions might apply to you and the final questions allow you to provide further information.

1. Please describe the single *academic* accomplishment (major paper, science experiment, math project, artistic project, writing, etc.) of which you are most proud and tell why you take such special pride in this accomplishment.
2. Please describe the single *personal* accomplishment (family, religious, sports, life event, etc.) of which you are most proud and tell why you take such special pride in this accomplishment.
3. List 3-5 significant words you would use to describe yourself. Explain each with several sentences.
4. What special talents do you possess? (Music, sports, theatrical, etc.) Explain.
5. Identify three (3) or more teachers who know you best.
6. Is there anything else we should know to understand you more fully as a person and a learner (both positive and negative)?
7. Is there anything uncommon about your family – cultural background, shared interests and activities, travel, size, crises, language spoken in the home, etc.
8. What are your hobbies/interests? Be specific about what you do outside of school. If you take music lessons, say how long and whether you plan to continue. If you have a collection, say how many and describe your collection. If you enjoy travel, say where you have traveled and your experience.
9. What are your goals? What do you hope to accomplish in college and in the future? Consider careers and broader life goals.



10. List below the activities you have participated in, the number of years, the amount of time, and what you have gained or learned from the activity. Consider Artistic (art, music, drama, dance, photography); Athletics (position played, leadership responsibilities); Literary (Journalism, literary magazine, poetry); Service (School service, Community service, Clubs Membership/Leadership, Tutoring); Leadership positions (ASB, club activities). Attach additional pages if needed.

Year	Leadership Position?	Activity	Hrs Per Week, # of Years	What did you learn from the experience?

11. Which one or two activities were most important to you? Why?



ACTIVITIES OUTSIDE OF SCHOOL

12. Include paid or unpaid internships, community volunteer service, clubs, hobbies, travel, religious activities. Include number of years involved, amount of time weekly and why this activity is significant to you. **BE SPECIFIC!**

Activity	Years/Amt of time per week	Significance of the experience

13. What has been your most meaningful, unique, or extraordinary community service experience? Explain.

14. Please note here any additional information that may be helpful in writing your Letter of Recommendation.

15. Write a paragraph or two about yourself from your counselor's point of view that can be included in a Letter of Recommendation.