

LETTERS OF RECOMMENDATION

“Brag Sheet”

In order for school staff members or community members to write the best letters of recommendation possible for you, for jobs, college admission, or scholarships, you will need to provide them with some helpful information about yourself. Remember, the more help you give them, the better your letter will be. Ask close friends and family members to help you review the information once you are done to check for honesty and sincerity. Often others know our strengths and weaknesses better than we do ourselves.

When you have completed this form (type or print neatly in blue or black ink), make copies so that you can give one to every person you ask for a letter of recommendation. Make sure it is given to the person **AT LEAST TWO WEEKS BEFORE THE RECOMMENDATION IS DUE!** You must give the person time to write the letter. You may want to follow up with a reminder note one week before the letter is due, and you **WILL** want to write a thank you note when you have received the letter. Remember, these are letters that may help determine if you get a job, get admitted into the college of your choice, or get the scholarship you want. You need to put in **TIME** and **EFFORT** so that you get back the best letters you can to represent you.

First & Last Name _____

Your email address _____

Reason for recommendation letter (job, scholarship, college, etc.):

Letter to be addressed to: To Whom it May Concern -or- _____

Tell about your college/career/work plan. Please include any personal insight as to why you’ve chosen this path.

Current Academic GPA _____

Current Class Rank _____

List & detail all school activities:

List & detail community service and/or work experience:

List & detail all sports played, including year:

List any team or individual awards received for sports:

List any academic awards and/or honors you have received.

Tell us about your personal strengths.

Tell us about any personal goals you have set for yourself.

Tell us about any unique experiences you have had.

(such as family hardships, personal trauma, a leadership position, travel opportunity, internship, etc.)

If there is something special or unique about you that you would like to have mentioned in the letter, please explain. *(You may also indicate if there is a particular aspect of your experience that you'd like emphasized in the letter.)*

List five words that describe you. (Please avoid choosing simplistic words like “funny” or “nice.”)

What song, movie, poem, novel, or quote best represents you? Why?

What would your best friend or favorite teacher say is your best quality?

Follow up: Write a sincere thank-you note to anyone who wrote a letter of recommendation for you. A good letter of recommendation requires time and thought, and deserves a personal thank-you.