

This document is designed to help write a strong and personalized letter of recommendation. The more specific and thoughtful your responses are, the more meaningful and detailed your recommendation will be.

## **How to Submit**

- **First**, request your letter of recommendation in person.
- Then, complete this document by typing or writing your responses directly into the form.
- Email the completed brag sheet to your counselor using the subject line: "First Name Last Name Brag Sheet"
  (Example: John Smith Brag Sheet)

### For Teacher Recommendations

Each teacher may have different expectations for how and when they want to receive recommendation materials. Speak with each teacher individually to:

- Understand their specific process
- Learn how they prefer to receive your brag sheet (email, printed copy, etc.)
- Ask how far they need your request in advance.

## **Important Deadline**

Counselors receive a high volume of recommendation requests throughout the year. To ensure your letter is thoughtful, thorough, and submitted on time, your brag sheet must be turned in to your counselor at least one month before the recommendation is needed.

#### Reminder:

Each counselor and teacher may have different preferences for both the format and timing of your request. Be sure to check with them directly to make sure you are following their process and timeline.

## **Tips for Students:**

- Be honest and reflective. Colleges want real humans, not polished robots.
- Share both your accomplishments and your character.
- Think of this as storytelling, not just listing.

Full Name	
Student ID#	
Personal Email	
Phone Number	
Current GPA (Weighted and Unweighted)	
Current Class Rank:	
Highest SAT Score (if applicable)	Total  Math:  Evidence-Based Reading & Writing:
Highest ACT score (If Applicable)	Composite Score:

	English:
	Math:
	Reading:
	Science:
	Writing (if taken):
Please list the language(s) you speak or understand fluently or conversationally.	
Are you an IB Diploma Candidate?	Yes □ No □
ALL known deadlines: (Colleges, scholarship	es, internships, etc.)
Personal Highlights	
1. What are 3 words that best describe we character — give words that reflect you a. Example: Resilient, Curious, C	
2. Describe a moment or experience that has shaped who you are today? (Tell a brief story that gives insight into your background or growth.)	
3. What are you most proud of?	
4. What are your personal strengths?	

5.	In which areas have you noticed the most growth since you have been in high school?
6.	What has been your greatest academic or personal challenge? How did you overcome the problem?
7.	What is your passion or hobby? What role might it play in your future?
	mic Impact  What academic subject(s) do you love most, and why? (Be specific! Colleges want passionate learners, not just students who earn good grades.)
9.	Describe a project, paper, or topic you've explored that made you feel proud or intellectually
	challenged.
10.	What college majors are you considering? Why?
	challenged.

Initiative & Leadership	
11. What are 1-2 ways you've demonstrated leadership, initiative, or problem solving? (Think ou of titles: Did you start something, improve a process, support others, or speak up when it matters	
12. If you have completed an internship, volunteered or worked, what did you gain from this experience?	
Impact & Contribution  13. How have you made an impact on your school, family, or community? (Colleges are looking students who give back and make their spaces better.)	for
14. What's something meaningful you've done that might not show up on your resume?	
Growth  15. Describe a challenge you faced and how you responded. (Colleges value resilience, self-aware and growth more than perfection.)	ness
Recommendation Insight  16. What would you hope this recommender says about you? (What strengths or qualities do you want them to highlight?)	1

# **Additional Information**

17. What's something unique, funny, or random that makes you? (A personal detail to help your recommender bring your personality to life.)
18. What do you feel is the ideal college environment for you? (Size, location, specific city, social climate, quality of life, etc.) Why?
19. In reviewing your transcript, have there been any extenuating circumstances that may have affected your grades or school performance?
20. Do you have words you live by a personal motto or quote that means a lot to you? Explain it meaning to you. (If not, leave a blank.)

## **Self-Summary:**

What do you think makes you stand out from your peers? Why should a college/university select you to be in their freshman class? Think about your potential regarding academic and personal qualities (Character, maturity, integrity, values, special talents, etc.) (Seriously, brag about yourself.)