

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 you need the letter, and you **WILL** want to write a thank you note when you have received the letter.

First & Last Name _____

Your email address _____

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

Date you need the letter by _____

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

Total Weighted GPA (found on transcript) _____

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

List your school activities:

List your community service and/or work experience:

List any awards and/or honors you have received.

List any team or individual awards received *for sports* played at Ponderosa. Please complete this question if you are applying for a sports scholarship.

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 (attach an additional page if you run out of space).
(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.
(attach an additional page if you run out of space).

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

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.