**[school name] STUDENT BRAG SHEET**

**For requesting letters of recommendation from Ms. NNN**

**STUDENT DIRECTIONS:** Read directions carefully, incomplete forms may not be accepted

* Complete this form and give it to Ms. NNN at least 2 weeks before a deadline. *Completing this form does* ***not*** *guarantee Ms. NNN will be able to write your letter, priority will be given in the order that this form is received. A good letter of recommendation takes time; please be respectful by planning ahead.*
* Type your responses *The more complete the responses and resources you provide the more a letter can describe your personal strengths and goals. The text boxes will expand as needed.*
* Include stamped addressed envelopes as needed
* Attach scholarship or college letter of recommendation guidelines *Optional, but highly recommended*
* I would prefer to submit your recommendation online, if possible. *Please email me the appropriate links and then confirm I have received them.*
* Politely remind me the week before your rec letter(s) is due, just in case.

**Student Name:**

**Date the letter is needed:**

*Remember this should be at least 2 weeks after you give this form to Mr. Bauer*

**Date this form was turned in:**

*To be completed by Ms.NNN*

Course(s) completed with Ms. NNN, include your year in school:

Grade received in course(s):

**1. The purpose of this letter is: (Why do you need this letter?)**

**2. Currently my personal and professional goals include:**

**3. I am considering the following school(s) and major(s):**

**4. My academic strengths are:**

**5. My personal strengths are:**

**6. The most important things I learned (or experiences I have had) in the past 3 or 4 years are:**

**7. Three words I would use to describe myself are:**

1.

2.

3.

**8. The things I would like the college(s)/scholarship committee(s) to know about me are:**

**9. The areas I hope you will discuss in the letter are:**

**10. My academic honors, extracurricular/volunteer activities, and work experience are listed below:**

**11. Additional information or comments:**