



# Brag Sheet

A Brag Sheet is a student resume and is sent to people who will write letters of recommendations (LOR) on your behalf. LORs are needed for college applications, jobs, and scholarships.

The golden rule of Brag Sheets:

*THE BETTER THE BRAG SHEET (that's your part),  
THE BETTER THE LETTER OF RECOMMENDATION (that's our part).*

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## READ ALL DIRECTIONS BEFORE STARTING

**Directions:** Save a copy for yourself by naming it "YourName YourSchool Year". Begin filling out the highlighted blanks with the appropriate information. **Do not skip anything.** Instead, delete lines that do not apply to you by right-clicking on a row and selecting "delete row". You can add lines if you have additional accomplishments you want to highlight by right-clicking on a row and selecting "insert row below".

*TIP: Every time you accomplish something (win an award, start playing a new sport, get a new job) add it to your Brag Sheet. That way nothing important is left out.*

When you need a letter of recommendation written for you, you need to make this doc into a pdf. Go to **> file > download > pdf Document (.pdf)** and it will save in your downloads. Then email it to the person you are asking to write a letter of recommendation. Your School Counselor will also need one if you are using CommonApp. Please email the pdf to [School's Counselor email](#) at least 2-3 weeks before your first application is due.

Typically, you can expect a two-week turnaround time for your letters of recommendation. Any less and we will have to rush, which means you may not get the most-comprehensive letter possible.

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<b>Class of</b>	
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<b>Last name</b>	<b>First name</b>	<b>Middle initial</b>	<b>Preferred Name</b>

**Student ID:**

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**Date of birth:**

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**Career Goal:**

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**Future Plans**

Delete any rows that do NOT apply by highlighting that row, right-clicking, and selecting "delete row."	Name of schools/programs being considered
Intended major	
4-year university	
2-year university	
Vocational/tech school	
Apprenticeship program	
Intermediate employment	
Armed services	Branch of service:
Other	

**Awards, Recognition, and Accolades** (Reflect on your personal achievements. Consider SAT scores, honor roll, Student of the Week, and any other awards you have received. Add your information to the table below, and more rows by right-clicking on a row and selecting "insert row below".)

Award or recognition	Year(s) of achievement	Description of award
	9 10 11 12	
	9 10 11 12	
	9 10 11 12	
	9 10 11 12	

**Paid Work Experiences** (please indicate self-employed ventures, such as babysitting, tutoring, lawn mowing, etc.-add more rows by right-clicking on a row and selecting "insert row below")

Dates (most recent first)	Employer	Hours/week	Duties

**Classes that have helped you prepare for work or further education** (Pathways, Dual Enrollment, Work-Based Learning, etc.)

Name of class	Year(s) of involvement (highlight)	Description of class	How has it helped prepare you for work or further education?
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		

**Athletics/Band**

Sport (state JV, Varsity, or Club) or Band	Year(s) of involvement (highlight)	Positions or instrument played	Awards or recognition received with year
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		

**Out of School Activities that have helped you prepare for work or further education** (travel, community service, church activities, workshops, etc.)

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**High School Extracurricular and Community** (Specify which extracurricular activities, events, and volunteer work you have participated in outside of classes and sports that have helped you prepare for work or further education. This can include travel, community service, church activities, training and workshops, school clubs, local organizations, etc. make sure to indicate what, if any, leadership positions you have held in these activities. Add more rows by right-clicking on a row and selecting "insert row below").

Name of organization or event	Year(s) of involvement (highlight)	Description of activity and positions held	Hours of service and participation
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		
	9 10 11 12		

**Write in this section like they are mini essays. We want to hear your voice and feel your personality come through. The more details, the better!**

**Which extracurricular activities have meant the most to you and why?**

**What words immediately come to mind that best describe you?**

**Do you have a unique skill set you wish to share?** (Consider unique skills like computer programming, tutoring, carpentry, arts and crafts, cooking, etc.)

**Character** (Reflect on your personal character and experiences)

**What hobbies and personal interests do you have?**

**What obstacles have you overcome during high school?**

**Name some personality traits and characteristics that best describe you, and explain.**

**Anything else you think we should know, or that you'd like to share?**

Proof-read your work. Check for grammar and punctuation errors. Then follow directions above to save and send to your LOR writers. Remember, allow your writer enough time (2-3 weeks) so that you can get the best letter possible. Waiting until the last minute to submit your Brag Sheet will result in either being turned away or a meager LOR. And a meager LOR never got anyone anything! 😊