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**2024-2025**

**Student Brag Sheet/Request for Recommendation Letter**

* **Ask your teacher/counselor politely for a letter of recommendation. This can be done via email or in person once students return to school.**
* **Teachers and counselors require two weeks’ notice for all recommendation requests.** Any requests made with less than two weeks’ notice may not be submitted on time.
* Letters of recommendation are needed **only i**f the college/university requires them for admission/scholarship review. Check the institution’s admission requirements for details.
* **Type your answers in the boxes provided.**

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| --- | --- |
| Name: |  |
| Today’s Date: |  |
| Purpose of recommendation:: |  |

What type of institutions are you considering? (ex: Large urban university, small liberal arts college, private college, rural college, technical college, out of state, in state, etc:

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Please summarize the progress you’ve made with your college search. Have you identified the schools to which you will apply? Have you visited any schools?

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What is your possible major in college? What career goals do you have (what do you want to be when you grow up)? If you don’t know, what are some interests that you have that could develop into a career you could be passionate about?

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**School-Based Extracurricular Activities & Clubs**

*PLEASE spell out acronyms and describe what the club/activity represents.*

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| **Club/Activity**  (ex: Key Club, HOPE, Women of Valor) | **Years of Participation**  (9th, 10th, 11th, 12th) | **Main Duties/Responsibilities/Accomplishments/Leadership Role**  (ex: organized fundraisers, trained new members, volunteered at a shelter, president of the club, etc) |
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**Sports**

*Include both SKG, former high school and/or Community/Rec sports*

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| **Sport**  (ex: Varsity Basketball, Club Volleyball, Cheerleading, etc) | **Years of Participation**  (9th, 10th, 11th, 12th) | **Accomplishments/Awards**  (Player of the month, fastest time in an event, most goals scored in a certain year, lead camps for elementary/middle school kids, etc) |
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**Community and Service Activities**

*(Things you’ve done that aren’t sponsored by SKG and/or aren’t a sport you play)*

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| **Community/Service Activity**  (ex: volunteered at local library, volunteer in worship band at church, helped neighbor with lawn throughout the year | **Years of Participation**  (9th, 10th, 11th, 12th) | **Main Duties/Responsibilities/Accomplishments**  (ex: helped a neighbor with maintaining a clean lawn, trained new worship band members, received award for many years of service, organized book returns for the library, etc |
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**Employment History**

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| **Company**  (ex. McDonald’s, Foot Locker, Olive Garden) | **Years of Employment**  (ex. Jan 2019-  June 2019) | **Main Duties/Accomplishments**  (Assisted in food service line, Store opener/closer, trained new employees, handled customer service concerns, Set up new store displays, etc) |
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**Answering the following questions will enable your counselor or teacher to write a strong letter of recommendation for you. You are NOT required to answer every question. Rather, we advise you to focus on the questions that will give your teachers and counselors the most accurate and unique snapshot of you. Let your answers include information about your life in school as well as experiences outside of school.**

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| **Question** | **Answer** |
| List five adjectives or phrases that best describe you: |  |
| What are your academic strengths? Include favorite subjects and subjects you excelled in. |  |
| What are your proudest accomplishments? Feel free to include both individual and/or group accomplishments. This can be ANYTHING. |  |
| What are your personal strengths? Don’t be modest! |  |
| What are your personal weaknesses? |  |
| Share with us any unusual circumstances or obstacles you have overcome. How did those experiences impact you academically or personally? |  |
| How have you “grown up” or changed in the past three years? |  |
| Is your high school record an accurate measure of your ability and potential? If not, what do you consider the best measurement of your potential for success in college? |  |
| What might a teacher say regarding your character development and integrity? |  |
| What might a fellow student say regarding your character development and integrity? |  |
| Have you traveled to or lived in different places other than Georgia? Comment on your experiences and what you learned from them. |  |
| Are there language and/or cultural factors that have contributed to or inhibited your high school academic performance? If so, comment on these experiences. |  |
| Describe any work or study experience that has been of special significance to you. |  |
| Provide any additional information that you would like for us to share with the college such as service to others, special talents, or other information that will differentiate you from other students. |  |

**About your specific classes:**

Below you may take the time to provide a specific teacher with more information regarding your time in their class. **THIS IS OPTIONAL.**

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| Teacher Name: |

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| Course you took with this teacher:  Year Class was taken:  Grade received: |

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| What are some things you said/did in this teacher’s class that showed them you were curious, innovative, interested in the subject, etc? Think about conversations you had with this teacher, projects you did, topics you were passionate about, etc. |

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| Course you took with this teacher:  Year Class was taken:  Grade received: |

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