

Reference Letter Brag Sheet

1. Name: _____ Grade _____
2. What is the purpose of this letter? (Job, scholarship, college, other)
3. Name/organization and address of where to send letter:
4. Teacher or coach that knows you well: _____
5. Outcome or position you seek: (i.e. admission to major/college, need-based scholarship, full-time job)
6. Your long term goal:
7. What characteristics would you like emphasized in this letter?
8. List at least six adjectives or phrases you could see used in this letter describing you:

9. List any achievements or experiences in the following areas:

a. Academic:

b. Athletic:

c. Arts:

d. Community Service:

e. Social/leadership:

10. Are there any other circumstances you would like mentioned? (overcoming hardship, financial difficulty, balancing work and school, family or health situation)

11. Anything else you think we should know:

Brief Questionnaire for Parent or Guardian

Student's Name: _____

Your Name: _____

Relationship to Student: _____

1. The words that come to mind to describe my student are:
2. I'd like to you to know the following anecdote or information about my student:
3. Are there any hardships, handicaps, or special situations that have effected your student's education?
4. What plans or goals does your student have for the future?