

TIPS AND TRICKS

Brag Sheet

- **What is it?**
 - A brag sheet helps teachers, counselors, or mentors write strong letters of recommendation by giving them specific information about you
- **Why do you need one?**
 - Will allow your recommender to write a personal recommendation letter
 - Ensures they mention your best qualities, stories, and achievements
- **What to include:**
 - Basic Info
 - Name, grade, school
 - What you're applying for (college, scholarship, program, etc.)
 - Example:
 - **Name:** Sarah Smith
 - **Grade:** 12
 - **Applying to:** UW Madison, NYU, UCLA (intended major: Political Science)
 - Academic Interests
 - Favorite classes & why
 - Subjects you've excelled in or are passionate about
 - Projects, essays, or research you're proud of
 - Example: "I enjoyed AP U.S. Government and AP Language because I love discussing current events and writing persuasive essays. I scored a 5 on my AP

Gov exam and in my class, wrote a research paper on equal voting rights between women and men, which I'm really proud of."

○ Extracurriculars

- Clubs, sports, arts, and leadership roles
- Impact you've made (not just the title, but what did you *do*?)
- How long have you been involved, and how many hours put into it weekly?
- Any awards, recognition, or major projects
 - Example: "I am the President of the Debate Club, in which I led our team of 40 students to nationals. On top of that, I helped guide workshops in which I taught new students the basic fundamentals of debating as well as the ruling system that comes with it. On top of that, I am the Student Council Treasurer, where my main role was to help fundraise for our school's food pantry. Through drives and a school store we set up, we ended up raising \$2000."

○ Community Service/Volunteering

- Organizations you've worked with
- Hours or time commitment
- What you learned and why it mattered to you
 - Example: "At my local hospital (October 2022 – Present, 2 hours/week), I serve as a volunteer for the front desk, where I guide visitors, organize paperwork, and maintain accurate visitor records. I want to provide a helping hand to patients and visitors, knowing that hospitals can be an intimidating and overwhelming experience."

Volunteering in the hospital has taught me the importance of empathy and attention to detail to respond calmly and effectively in fast-paced settings.”

- Work Experience

- Where you worked, what you did
- Skills you gained
- How it connects to your goals
 - Example: “I work as a Math Tutor (May 2023 – Present), dedicating approximately 3 hours a week. I provide instruction to students, ranging from 2nd to 11th grade, with a focus on strengthening their skills. I sought this position because I enjoy helping others learn and grow, as well as finding it rewarding to support students in overcoming academic challenges while building their confidence. This experience has strengthened my communication, patience, and instructional skills.”

- Personality and Strengths (How you see yourself?)

- 3–5 words that describe you
- How others would describe you (teachers, friends, teammates)
- Examples that show your character (resilience, creativity, leadership, etc.)
 - Example: “I am extremely adaptable. Balancing academics and extracurriculars has taught me to manage my time, adjust to new environments, and approach challenges with flexibility, allowing me to thrive in dynamic situations. My teachers often say I’m a natural leader who also listens well to others.

Additionally, I make sure to always keep my work organized to make me give out my best work.”

- Why are you asking them to write the letter?
 - Tailored to the teacher
 - Highlight how they have impacted your academic career
 - Citing examples where you excelled in their class
 - Example: “I’m asking you to write my recommendation because your APUSH class pushed me to grow as a writer and critical thinker. Additionally, with our video project, it taught me to learn more about the world that I didn’t know about.”
- Future Goals
 - What do you want to study or pursue
 - Long-term career interests
 - Why are you excited about this path
 - Example: “I hope to major in Political Science and work in government or law to help create equitable policies.”
- **Overall Tips:**
 - Personalize it
 - Include as many specific examples
 - Mention struggles you overcame (don’t be afraid)
 - Keep it short and sweet
 - Share with recommenders early
 - Include your resume if you have one