

Letters of Recommendation & Brag Sheets

PGHS Counseling
August 2024

Senior Shorts Information Series

Objectives

Objective 1

Define Letters of Recommendation (LOR), their purpose, identify when students need to request them, and provide guidance on how to successfully request them.

Objective 2

Define brag sheets, their purpose, and tips for how to complete a brag sheet that reflects you, your strengths, and future goals.

Objective 3

Introduce the new PGHS Brag Sheet, how to find it, and how to successfully use it.

Letters of Recommendation

(Letter of Reference)

- A Letter of Recommendation is a letter written by someone who can recommend the student's work or academic performance.
- The Letter of Recommendation should give a picture of the candidate's personal characteristics, performance and experience, strengths, capabilities, and academic promise.
- The recommender should be someone who has experience with the student.
- Many colleges and universities require a counselor Letter of Recommendation. Your grade-level counselor, Mrs. Rice, will write your counselor letter.
- The college selection committees rely on these letters to assist in making final admissions decisions. LOR provide a more complete picture of the student.

Requesting a Letter of Recommendation

1. Confirm you need a Letter of Recommendation (LOR) for your school(s).
 - *Please note that Community Colleges, the UC, and the CSU do not require LOR.*
2. Confirm the deadline(s) your Letters of Recommendation must be submitted.
3. Confirm how your Letter of Recommendation should be submitted.
 - Does your school use the Common App for admissions?
 - If so, be sure to request your teachers or other recommenders.
 - Require hard copies to be mailed or submitted in a separate portal?
4. Ensure you request your letter at least two weeks before the deadline.
5. Account for breaks, holidays, and weekends
 - I.E. if you request a Letter of Recommendation during the October Break, the two week notice would be the first day school is back in session.



Do you waive your FERPA rights to view
your Letter of Recommendation?

What does that mean!?????

- It is simply asking if you waive the right to read your LOR before or after it is submitted to the colleges.
- Selecting to waive your rights lets colleges know that you are not reading your recommendations, which can help them trust that the letters are honest and candid.

Selecting a Recommender

- Request Letters of Recommendation from:
 - At least one teacher who teaches a core subject: English, mathematics, science, or social studies
 - A teacher who teaches the subject you plan to study or major in
 - Who has a positive impression of you as a student
 - Has taught you recently or has current experience working with you
 - For example, a teacher who has taught you in class but is also an advisor for a club or activity you participated in
 - Your grade-level school counselor, Mrs. Rice, will submit your counselor letter
 - *Subject Area Teacher as requested on the application*
- Provide your Recommender a Brag Sheet to support them in writing your letter or recommendation.

Brag Sheets

- A brag sheet is a document that lists a student's accomplishments, experiences, and other information that can help recommenders and admissions officers learn more about the student.
- Is less formal and contains more 'personality' than a resume.
- Provides the student an opportunity personally highlight their accomplishments, extracurriculars, and goals as suggestions to a letter writer of what they might showcase in the letter.
- Can be an opportunity for the student to organize their thoughts and ideas for their college applications.
- Is a key tool recommenders use to write an individualized Letters of Recommendation.

Tips for Completing Your Brag Sheet

- Provide Concrete Examples
 - **Show, don't just tell.** Include additional details that illustrate how the characteristic, trait, or adjective describes you.
- Proudly share your accomplishments
 - It might feel uncomfortable (or a little liberating!) to talk about the wonderful things about yourself, but sharing the information helps your recommender write a letter that reflects the true you!
- **Be organized and use proper grammar.** The Brag Sheet is another opportunity to show your academic skills.
- Remember, you are young. You do not need to be Doogie Howser to have valuable experiences, contributions to your community, and characteristics that will enhance any college campus. Share your personal experiences with sincerity and honesty.

PGHS Brag Sheet

Is a fillable Google Doc

Located on the PGHS webpage

Can be shared with all recommenders

Can be used for resumes and scholarship applications

Completing the PGHS Brag Sheet

- The PGHS Brag Sheet is located on the PGHS website. You can find it under the SENIORS tab, the FORMS tab, or in the College and Career section.
- [MASTER PGHS Brag Sheet \(Live Link ★\)](#)
- You will be directed to make a Copy when you use the link.
- Please delete 'copy of MASTER' in the title and **rename the document as your LAST NAME, FIRST NAME PGHS Brag Sheet.** **For example, Rice, Margaret PGHS Brag Sheet**
- When you have completed the Brag Sheet, share it with your recommender.
- Save the Senior Brag sheet in your Google Drive. You will be able to use it for other recommenders, to complete scholarship applications, and to create a resume.



Copy document

Would you like to make a copy of **MASTER PGHS Brag Sheet**?

Make a copy

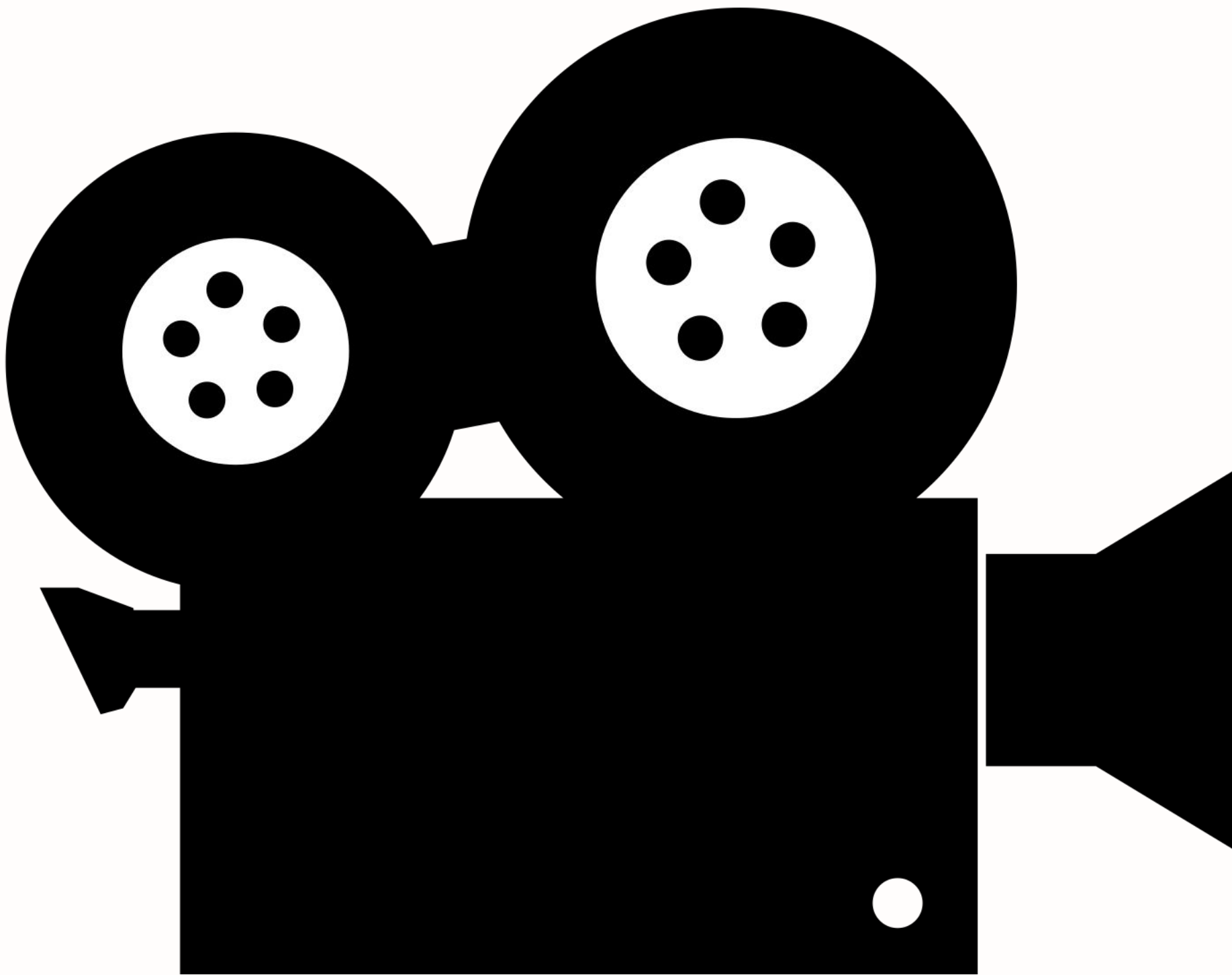


When you make a copy of a Google Document, the title auto populates as Copy of Master Brag Sheet. Please delete 'copy of MASTER' in the title and rename the document as your **LAST NAME, FIRST NAME PGHS Brag Sheet**. **For example, Rice, Margaret PGHS Brag Sheet**

Additional Directions

- After you make a copy of the Brag Sheet, be sure to rename it with your last and first name.
- Read the questions carefully. If the questions ask for examples or 'why' provide additional information. Remember to **show, not just tell!**
 - For example: Creative. As a future math major, people are often surprised to learn that I am in an improv group that performs in our town. As someone who is drawn to the certainty of mathematics, I find it fun and exciting to be creative and think of clever, humorous responses to my troupe's prompts.
- While the brag sheet is a less formal, personal document, follow directions and use proper grammar and punctuation.
- Delete questions you choose not to answer.
- In the Extracurricular section, follow the directions and delete the examples and only include your activities.

Upcoming Events



16 September 2024: Early Action/Early Decision
Lunch, 7th and 8th period

23 September 2024: Make the Most of the
Extracurriculars Section
Lunch, 7th and 8th period

1 October 2024: Applying to College
PGHS Library: 6:30-7:30 PM

7 October 2024: Personal Insight Questions
Lunch, 7th and 8th period

Cash for College FAFSA Workshops
PGHS Library: 6:30-7:30 PM

Financial Aid Night
PGHS Library: 6:30-7:30 PM

A row of empty black theater seats in a dark auditorium. The seats are arranged in a perspective that recedes into the distance. The lighting is dim, highlighting the texture of the seats.

Questions & Answers