

# Getting a Letter of Recommendation from your Counselor

Please complete and submit the following "brag sheet" (attach a resume if you have one) **at least two weeks before your letter is due**. The better-rounded picture you can paint of yourself the better your letter will be.

***If your resume includes the information requested, you do not need to repeat it.***

If needed, please write or type the information on a separate piece of paper. You may also email the information to your counselor at \_\_\_\_\_@washoeschools.net.

## Student/Letter Information

- Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_
- To whom should the letter be addressed? \_\_\_\_\_

*Please provide your counselor with a stamped and addressed envelope if the letter is to be submitted by mail.*

- When is the letter due? \_\_\_\_\_
- What is the purpose of the letter of recommendation? \_\_\_\_\_
- What are the requirements of the scholarship/job/program/university? \_\_\_\_\_
- Are there any specific student characteristics for which the recipient is looking? \_\_\_\_\_

## Leadership Roles

- Do you have any experience with managing others? \_\_\_\_\_
- List any leadership positions you've held (officer of club or organization, sports team captain, etc.) \_\_\_\_\_
- What events/activities have you planned/organized? \_\_\_\_\_

## Volunteer Work/Community Service

- Have you donated your time or money to help others? \_\_\_\_\_
- Where have you volunteered? What did you do? When and with what group did you volunteer? \_\_\_\_\_

## Activities

- What clubs/organizations do you belong to at school? \_\_\_\_\_
- Are you a member of an organized sports team? If so, which one(s)? \_\_\_\_\_
- Are you involved in any activities outside of school (i.e. church)? If so, what do you do? \_\_\_\_\_