

Recommender brag sheet

Your teachers want to write you a strong letter. This sheet gives them the details that make it specific to you. Fill it in on your computer or print it, then give it to each teacher you ask, at least a month before your first deadline.

Your name	Teacher
Class and year you took it	Date you need the letter by

Colleges and deadlines

List each college, its deadline, and how letters are submitted (the application portal, email, other).

A favorite moment from this class

A project, discussion or assignment you are proud of, and why it mattered to you.

How you grew in this class

Something you learned, a skill you built, or a way your thinking changed.

A challenge you worked through

A time something was hard in this class or outside it, and what you did about it.

What you do outside class

Activities, jobs, family responsibilities, or interests, and what each one means to you.

What you hope to study or explore

Majors, questions or fields you are curious about. It is fine not to know yet.

Anything else your teacher should know

Context that helps them describe you well.

Before you hand it over

Ask in person if you can, and give your teacher plenty of time. Follow up a week before the deadline, and send a thank-you note once the letter is in.