**Santa Maria High School**

**901 South Broadway**

**Santa Maria, CA 93454**

**Letter of Recommendation “Brag Sheet”**

Full Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_ ZIP Code\_\_\_\_\_\_\_

Telephone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Legal Guardian names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated College Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Career Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You will need a letter of recommendation for college applications, scholarships and other activities**

**Directions:**

* **Answer ALL questions thoroughly**
* **Give the person who is writing your letter at least 2-3 weeks before deadline**
* **Attach a high school transcript (If you have taken classes at the community college, also include a copy of the transcript).**
* **For any questions, please see Ms. Luna (Room 5) or your counselor**
* **Please fill it out with a pen: blue or black ink ONLY**
1. If applying to UC’s or CSU’s, complete the table below:

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| --- | --- | --- | --- |
| **Name of Institutional System:** | **Campus Applying to:****i.e., UCLA, CSUN** | **Deadline:****Apply Online** | **Essay Required**: |
| \*University of California[www.university](http://www.university)ofcalifornia.edu/apply |  | 11/1-11/30 | Yes |
| \*California State University[www.calstate.edu/apply](http://calstate.us12.list-manage.com/track/click?u=0dbc1dd10eed6121f7b863521&id=f22c8d8eae&e=db7da7e964)  |  | 10/1- 11/30 | No |
| Private/ Trade |  |  | Some |
| Community College |  |  | No |

\*Obtain an unofficial transcript from your counselor to self-report your grades on the UC/CSU /private application.

1. List any Advanced Placement /IB Exams taken and your scores or exams that you plan take:

**Exam Score Special Recognition**

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3. Are you a member of CSF? (Circle) Yes No If yes, how many semesters? \_\_\_\_\_

4. What awards and /or honors have you received in or out of school? (Academic, team or community recognition)

**Year Award Description of recognition**

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5. Is there anything unique about your family- cultural background, shared interest and activities, travel, size, crisis, language spoken in the home, etc.?

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6. What are your hobbies/interests? Be specific about what you do outside of school. If you take music lessons, say how long and whether you plan to continue. If you have a collection, say how many and describe your collection. If you enjoy travel, say where you have travelled and your experience.

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7. **What are your goals?** What do you hope to accomplish in college/trade school and in the future

(Consider careers and broader life goals.)

8. **Please describe the single academic accomplishment** (major paper, science experiment, math project, artistic project, and writing) of which you are most proud and tell why you take special pride in this accomplishment.

9. **List 3-5 words you would use to describe yourself**. Explain each with several sentences.

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10. **What special talents do you possess?** (Music, sports, theatrical, etc.) Explain.

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11. **Identify 3 staff members that know you best**.

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2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. Write a paragraph or two about yourself from your counselor’s point of view that can be included in a Letter of Recommendation. (You may attach an additional page.)

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**ACTIVITIES IN SCHOOL**

12. **List below the activities you have participated in**, the number of years, the amount of time, and what you have gained or learned from the activity. Consider Artistic, Athletics (position played, leadership responsibility; literary (Journalism, literary magazine, poetry); Service (school service, Club membership/leadership, tutoring, CSF); Leadership positions (ASB, club activities). Attach additional pages if needed.

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| AcademicYear | Leadership Role**President, Vice Pres, Secretary, Treasurer,** **Group Leader, Chairperson,****Captain/ co-captain, member** | Name ofActivity | Hrs. Per Week/# of years | What Did You Learn From the Experience |
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13. **Which one or two activities were most important to you? Why?**

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**ACTIVITIES OUTSIDE OF SCHOOL**

14. Include paid or unpaid internships, community volunteer service, clubs, hobbies, travel, and religious activities. Include number of years involved, amount of time weekly and why this activity is significant to you. Please be SPECIFIC.

 Leadership ACTIVITY YEARS/AMOUNT SIGNIFICANCE OF

 Role OF TIME PER WEEK THE EXPERIENCE

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