

Oak Ridge High School
Letter of Recommendation Profile (a.k.a “Brag Sheet”)

Student Name:		Grade:	
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Please contact your Counselor or Teacher to discuss and submit this request.
****Note: Teacher / Counselor MUST have 2 weeks from request to deadline****

I am asking for a Letter of Recommendation for the following reason (write “yes” next to each option needed):

Note: UC / CSU CANNOT & DO NOT ACCEPT LETTERS OF RECOMMENDATION

<input type="checkbox"/> Online Common Application (private colleges)	Y/N
<input type="checkbox"/> Hard-copy needed for college (private colleges)	Y/N
<input type="checkbox"/> <i>Number of Copies Needed:</i>	
<input type="checkbox"/> Scholarship	Y/N
<input type="checkbox"/> <i>Number of Copies Needed:</i>	
<input type="checkbox"/> Other:	Y/N

First line of letter addressed to:

<input type="checkbox"/> <i>To Whom it May Concern</i> (this will be default, unless you specify an alternative)	Y/N
<input type="checkbox"/> <i>Other:</i>	Y/N

Please complete the following, if applicable:

- Please attach a Student Profile / Resume (list of accomplishments, recognitions, service, etc)
- Please attach Scholarship Information, if applicable (from website, etc.)

Date Requested: (The date you turn in this profile)	
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****REQUEST MUST BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO DEADLINE****
Due to volume, late requests may not be able to be completed in under 2 weeks.

Deadline: (The date you need the letter)	
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I have read and acknowledged the contents of the Letter of Recommendation etiquette (on the next page of this document).

Signature: _____

Letter of Recommendation Etiquette

There are a couple of things you will want to think about before asking someone to be a reference for you or write a Letter of Recommendation.

- **Ask for Permission**

- You never want to have someone be your reference or write you a letter who doesn't really want to do it, does not know you well enough, or feels that they can't do it justice. To be sure, you should ask them if they feel they can provide you with a good reference.

- **Give them time**

- It's very important that you provide your references enough time to complete the task you have given them. Typically, three weeks to a month is an appropriate amount of time to write a letter of recommendation, but remember, your teachers and counselors have busier times of the year, just like you. Please note that teachers and counselors are off during holidays, do not check their emails, and therefore, it is not appropriate to ask them to write letters over break.

- **Make it as easy as possible**

- If someone is offering to write you a letter of recommendation, they are doing you a favor. You should make it as easy as possible for them to complete the task. Give them a copy of your student profile or resume. If there is a scholarship program summary, include a copy. When appropriate, provide a pre-addressed stamped envelope to the institution/organization. Lastly, you may want to send a reminder email to your teachers or counselors regarding impending deadlines because they are often working with other students.

- **Thank them**

- It's very important for your reference to know that you appreciate the work they have done for you. It is not a requirement for your reference to write you a letter. Often teachers and counselors write letters of recommendation on their own time - a job that often takes a few hours. Thank them after they have agreed to write the letter, and consider sending them a handwritten note afterwards.

PROFILE ON THE FOLLOWING PAGES (Pages 1, 3, 4 & 5)

Student Name:	
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Email Address:	
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List the name of schools or reasons for which you are requesting a letter or letters of recommendation:
<ul style="list-style-type: none">••••••

Academic GPA:		SAT Score (if applicable):	
Class Rank:		ACT Score (if applicable):	

Describe your college and/or career plans.

List your school or extracurricular activities (Describe your involvement in clubs, sports, student government, etc. and include any leadership roles).

Describe your community/volunteer activities and/or work experience.

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List 5 words that best describe you (ask a friend or parent, if you need help. These words may be used in your letter, so try to avoid words like “funny” or “nice”.)

1.

2.

3.

4.

5.

Describe any unique experiences you have had, such as family hardships, personal trauma, travel opportunity, internship, etc.

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Is there something special or unique that you have not yet had the opportunity to mention? Describe any personal strengths that might not be reflected in your academic achievements.

Do you have a personal motto? If yes, please share it with us.