



**Carter High School**  
*Letter of Recommendation Request*  
*“Brag Sheet”*



In order for a teacher/counselor/administrator to write a strong letter of recommendation for you, please provide the following information in as much detail as possible. The more informed the person making the recommendation is of your accomplishments, the stronger the letter. Please allow at least **2 weeks** when requesting a letter of recommendation.

Student Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_ GPA: \_\_\_\_\_

Highest  
Composite ACT: \_\_\_\_\_

Requesting Recommendation from: (Name) \_\_\_\_\_

Title: \_\_\_\_\_

Institutions for which this recommendation will be used:

College/University/Institution	Why are you a good match for this school?

Proudest Accomplishments:

€ Academic: \_\_\_\_\_

€ Personal: \_\_\_\_\_

Additional Accomplishments/Activities:

Activities/Volunteer Work	School Years Participated	Description
<b>Honors/Awards/Accomplishments</b>		

