Canoga Park High School

Letter of Recommendation Guidelines

1. Always ASK recommender prior to inviting them online or leaving a request in their mailbox.
2. Always PROVIDE Brag Sheet and Resume.
3. ***IMPORTANT**: Please provide as much details and examples when answering the questions on the brag sheet. THIS IS NOT THE TIME TO BE SHY or provide LIMITED INFORMATION. The more information you provide, the stronger the letter your Counselor and/or Teacher can write about YOU! If you need additional space with answering questions, feel free to attach paper(s) to the Brag Sheet.
4. Adhere to DEADLINES.
5. "Waiver of Access" has been signed, i.e. you waive your right to read your counselor's recommendation.
6. I understand that the school will mail all counselor recommendation or submit online. The letters will NOT be given to me.
7. Always let your recommender knows the results of your hard work and theirs.
8. Write a thank you note *optional, but should be considered for their time and effort.

THINGS TO CONSIDER:

- Schedule an appointment with your Teacher, Academic Counselor, or College Counselor to discuss details that would further assist in the writing your letter that could give greater insight to the recommender in letter writing.
- Discuss items that you would like the recommender to address in your letter
- Discuss circumstances, family or other responsibilities that have affected your progress.
- Suggest what you would like the recommender to emphasize
- Provide a copy of personal statements if you like.

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BRAG SHEET

PURPOSE of Recommendation Letter:

____ Common Application _____ College _____ Scholarship ____ Other
_____ EOP _____ Honors Program

Student Name: _____ Date: _____
Email Address: _____

List ALL colleges, programs or scholarships along with deadlines:

1. _____ Deadline Date: _____
2. _____ Deadline Date: _____
3. _____ Deadline Date: _____
4. _____ Deadline Date: _____
5. _____Deadline Date: _____
6. _____Deadline Date: _____
7. _____Deadline Date: _____
8. _____Deadline Date: _____
9. _____Deadline Date: _____
10. _____Deadline Date: _____

List ACT and/or SAT Scores:

Standardized EXAM	Month/Year Taken:	OVERALL Score	ACT –OR- SAT MATH Score	ACT –OR- SAT READING Score	ACT -OR- SAT WRITING	ACT SCIENCE Score

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List Advanced Placement and/or SAT Subject Tests examinations you have taken AND Scores:

Exam Type	Exam Title	Score

List CURRENT Course Schedule:	Academic Profile:
Period 1: _____ Period 2: _____ Period 3: _____ Period 4: _____ Period 5: _____ Period 6: _____	Academic GPA: _____ UC/CSU (10th- 12th) GPA: _____ Total GPA: _____

Additional Information:

Did you qualify for the SAT or ACT fee waiver? ____Yes ____ No
Are you a first generation college student? _____Yes _____No
(Parent/legal guardian(s) have not completed a bachelor's degree at a four-year college or university)
*If you are an undocumented student (AB540, A Dreamer) please consider letting your counselor or recommender know.
How long have you known your recommender? ____years ____months
Under what circumstances? _____

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1. WHY do you want to attend this/these particular school(s) –OR- why are you applying to this scholarship?

_____
_____
_____
_____

2. WHAT do you plan to major or study in college? WHAT career field interests you?

_____
_____
_____
_____

3. Have you had any DIFFICULTIES you have had to overcome? How has it AFFECTED your life? How did you OVERCOME it or deal with the situation?

_____
_____
_____
_____

4. WHAT do you think you are good at doing? Describe why? List any of strengths?

_____
_____
_____
_____

5. Describe your college/career aspirations or goal:

_____
_____
_____
_____

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6. WHY do you wish to pursue this major or career? WHAT inspired these interests? WHERE do you want to go with them?

_____
_____
_____
_____

7. What STRENGTHS as a student (positive qualities about yourself in the context of school) do you bring to your STUDIES and SCHOOL CULTURE/ENVIRONMENT?

_____
_____
_____
_____

8. What are your FAVORITE ACADEMIC INTERESTS (courses/subjects)? Which courses have motivated you and WHY?

_____
_____
_____
_____

9. What EXPERIENCES (extra-curricular activities, work experience, hobbies, volunteer work in the community, leisure time interests) have been MEANINGFUL to you? How do those experiences RELATE TO YOUR STRENGTHS as a student and a person? Please elaborate and provide details and examples.

_____
_____
_____
_____

10. What COMMUNITY SERVICE have you done? What has it meant to you? What have you LEARNED? Why did you CHOOSE this community service?

_____
_____
_____
_____

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BRAG SHEET

11. List THREE achievements in your life of which you are most proud and why?

_____

_____

_____

_____

12. Do you have any paid work experience? Explain.

_____

_____

_____

_____

13.

Circle which best describes you:				
Hard working	Committed	Concerned about others	Sensitive	Conscientious
Consistent	Determined	Willing to help others	Driven	Empathetic
Shy	Easy-going	Organized	Environmentalist	Individuality
Love of God	Philosophical	Friendly	Fun loving	Introvert
Competitive	Tolerant	Artistic	Extroversion	Judicious
Optimistic	Perfectionist	Enjoy learning	Logical Thinker	Leader
Like to be alone	Adaptable	Strong-willed	Poised	Reflective
Good Listener	Sense of Humor	Likes people	Resourceful	Involved
Assertive	Creative	Modest	Visionary	Generous
Sociable	Outgoing	Progressive Thinker	Good speaker	Able to express ideas/feelings
Others: _____	_____	_____		

14. Is there ANY other information you would like to share with me so that I can make an honest appraisal of you the colleges? Any specific things about yourself that you would like me to emphasize?

_____

_____

_____

_____

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EOP Program Brag Sheet

Please COMPLETE if you are submitting an Educational Opportunities Program (**EOP**) **application for the Cal State Universities**.
This program has income eligibility requirements and requests letter of recommendation.

What QUALITIES best describe who you are?

_____
_____
_____
_____

Do you feel you have a DISADVANTAGED background (i.e.) low income for several years, first generation college student, and inner-city or migrant family? Yes, no, why?

_____
_____
_____
_____

Why do you believe you QUALIFY for EOP, and what services or assistance would you use to succeed in college?

_____
_____
_____
_____

Please discuss any barriers you have experienced that might have hindered your achievement. Do you believe they will continue to affect your performance in college?

_____
_____
_____
_____

Delivery of letter:
_____ Return to you in a sealed envelope
_____ Send directly to the organization
_____ Submit electronically to :_____
_____ Other (explain):_____