

BRAG SHEET TEMPLATE FOR COUNSELORS



WHAT IS A BRAG SHEET?

A brag sheet is more than just a list of accomplishments. It's a behind-the-scenes look at who your students really are. When it's time to write letters of recommendation for college, scholarships, jobs, or special programs, the brag sheet gives you the good stuff—those personal stories, proud moments, and unique qualities that bring your students' applications to life.

Instead of trying to remember every detail from a quick hallway chat or a brief meeting, you'll have a ready-made snapshot of their journey. It's their chance to reflect, and your chance to advocate for them in a way that's meaningful and memorable. Plus, it makes your job a whole lot easier and way more fun.

Encourage students to fill it out thoughtfully. The more they share, the more personalized and powerful your letter can be.

INSTRUCTIONS:

We recommend turning this template into a Google or Microsoft Form to make it easier for students to complete on their phones, tablets, or laptops. Here's how:

- Go to Google or Microsoft Forms.
- Click the blank form and title it "Student Brag Sheet" or personalize it for your school.
- Copy and paste the questions below into the form.
- For longer answers, choose the "Paragraph" question type.
- Use "Required" for the questions you need most.
- Share the form link with students and families. Consider embedding it in your school website, email newsletters, or Google Classroom!
- For schools with more than one school counselor, consider adding a dropdown menu for students to select the name of their counselor to allow for easier sorting.

**Check out act.org for free resources to help students
navigate everything from test prep to discovering
future careers.**



act.org

STUDENT BRAG SHEET QUESTIONS

Tip for Students: Take your time. Be real. Be specific. You don't need to have the "perfect" answer. This is about capturing who you are.

STUDENT INFO

- Full Name
- Email Address
- Student ID Number
- Graduation Year
- School Counselor Name
- What are your plans after graduation? (can be a multiple choice question)
- What are you hoping to study or do as a career?
- Are there any specific scholarships, schools, or programs you're planning to apply for?

LET'S TALK ABOUT YOU

- What are three words people would use to describe you — and why?
- What's something you're proud of that doesn't show up on a transcript?
- Have you overcome something difficult? If yes, how did it shape you?
- What's a skill or talent you've developed outside of school? (Cooking, coding, babysitting, creating playlists...)
- If someone followed you around for a day, what would they learn about your character?
- Who in your life inspires you — and why?
- What's a cause, issue, or topic that matters deeply to you?
- What do you want people to remember about you 10 years from now?

ACADEMIC AND SCHOOL LIFE

- What's your favorite class (past or present) and why?
- Describe a project, paper, or presentation you really enjoyed. What made it meaningful?
- Have you made an impact in your school or community? How?
- Do you have any learning differences or circumstances that have shaped your academic experience?
- What's something school hasn't taught you that you've taught yourself?

ACTIVITIES AND INVOLVEMENT

- List any clubs, sports, or groups you're part of. What do you do in each one?
- What's one way you've shown leadership — whether you had a title or not?
- Do you work or help take care of family? Tell us about it.
- If you could start any club or community project, what would it be?

GOALS AND NEXT STEPS

- What are your dreams after high school?
- What kind of environment do you thrive in? (Hands-on, collaborative, quiet, fast-paced, creative...)
- What motivates you to keep going, even when things are tough?
- Is there anything else you want your counselor or recommenders to know about you?

BONUS CREATIVE PROMPTS (OPTIONAL)

- If your life was a movie or book, what would the title be?
- Write the opening line of a letter of recommendation for yourself.
- What's your "superpower" — that special thing you do better than anyone else?