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| The Brag Sheet | logo of Suffolk County Community College |

## Before You Request a Letter of Recommendation

### Before you ask a professor, other faculty member, or person outside the college for a letter of recommendation, it is wise to provide them with some information about who you are and what you have done. Nobody knows your history, activities, and accomplishments better than you. The more questions you answer, the more they can brag about you in their letter!

1. Explain what you believe are your personal strengths or what sets you apart from your peers.
2. List all of the extracurricular activities you have been involved in since coming to SCCC, both on and off campus, in order of importance to you, such as clubs, student government, arts, publications, athletics, community service, and volunteering. Indicate if you held a leadership position in any of these activities and approximately how much time you dedicated to each.
3. Identify any honors and awards you have received during your time at SCCC.
4. List your current academic and/or career goals. It helps professors to know what you plan to be your academic major. (If you are undecided, that’s okay! Explain which areas you think you might be interested in pursuing at this point.)
5. If you’re relatively close to graduating from SCCC and plan to go on to a four-year institution, which college or university are you applying to and why?