UPREP BRAG SHEET TEMPLATE

Free resource



PREPARE FOR WHAT'S NEXT

For any questions or concerns contact us at @hello@uprepcanada.ca

https://uprepcanada.ca/

www.instagram.com/uprep_advising/

WHAT IS A BRAG SHEET?

A brag sheet is a document where you gather your achievements, activities, and experiences in one place, in your own words. Teachers, counsellors, and mentors often ask for one before writing a letter of recommendation, because classroom time only shows part of who you are. A completed brag sheet gives them the full picture, including projects, leadership, and moments they might not otherwise know about.



A strong letter of recommendation depends on specific details, not general impressions. Without a brag sheet, a teacher is left guessing, and the letter can end up sounding vague or interchangeable with everyone else's. When you provide real examples of what you did and why it mattered to you, the person writing on your behalf can speak to your character and strengths with more confidence and precision.

A good brag sheet covers more than grades. Include your academic interests and standout coursework, extracurricular activities and leadership roles, awards or recognitions, volunteer work, jobs or co-ops, and any personal challenges you worked through. Add a short section on your goals, whether that's a program you're applying to or the kind of person you want to become. The more context you give, the easier it is for someone to write about you accurately.

When filling it out, be specific. Instead of writing "member of student council," explain what you actually did and what changed because of it. Numbers help too. If you organized an event, mention how many people attended. If you tutored other students, mention how many or how often. Specific details are what turn a list of activities into a story someone else can tell convincingly.

Beyond recommendation letters, a brag sheet is one of the most useful things you can build before starting your university applications or resume. Application forms and resumes force you to compress everything into short lines and word limits, which is hard to do well from memory in the moment. A brag sheet lets you lay everything out first, with full detail and no space restrictions, so you're editing down from a complete record instead of trying to recall your best examples on the spot. Fill it out early, ideally at the start of the school year, and keep it updated as you go so it's ready whenever you need it, whether that's a recommendation letter, a resume, or an application.

UPrep Brag Sheet Template

SECTION 1: BASIC INFORMATION

- Full Name:
- Grade:
- School:
- Intended Program(s) / Area of Interest:
- Email:

SECTION 2: SECTION 2: ACADEMIC HIGHLIGHTS

- Favourite or strongest subjects, and why:
- Courses that challenged you or that you're proud of:
- Any academic awards, honour roll, or recognitions:
- Independent projects, research, or academic work outside class:

TIP: *When referring to independent projects, try to use stats, data, quantifiable number's.*

ECTION 3: EXTRACURRICULAR ACTIVITIES & LEADERSHIP

List your activities, clubs, teams, or organizations. For each one, include your role, how long you were involved, and one specific thing you did or contributed.

Activity 1:
- Role & Duration:
- What you did / contributed:

Activity 2:
- Role & Duration:
- What you did / contributed:

Activity 3:
- Role & Duration:
- What you did / contributed:

(Add more rows as needed)

SECTION 4: JOBS & CO-OPS

- Employer:
- Role:
- Dates:
- What you were responsible for & your impact: (Use x-y formula. I.e “Did x which resulted in y growth”

(Add more rows as needed)

SECTION 5: CHALLENGES & GROWTH

Describe a challenge, setback, or difficult experience you worked through. What did you learn, and how did it change how you approach things now?

SECTION 7: GOLAS

- What program(s) or path are you hoping to pursue, and why?
- What kind of student or person do you want to be known as?

SECTION 9: ANYTHING ELSE

Is there anything about you that hasn't come up above that you'd want a teacher, counsellor, or mentor to know?

TIPS, TRICKS & NOTES

- **Framing matters as much as the activity itself.** A well-written, simple role can stand out more than an impressive title that's described vaguely. Don't just list what you did, explain it clearly enough that someone who wasn't there can picture it.
- **The title of your activity matters less than what you actually did within it.** A generic-sounding role explained with real commitment and real impact will always read stronger than an impressive title with no detail behind it.
- **Use numbers where you can.** If you led a team, mention how many people. If you organized an event, mention how many attended. A number doesn't replace the story, but it gives it weight and makes the impact easier to picture.
- **Show growth, not just involvement.** If you stuck with something for more than a year, mention how your role or responsibilities changed over time. Growth shows commitment in a way a single snapshot can't.
- **Don't skip the activities that feel small.** Something that seems minor to you might reveal real initiative, consistency, or care, especially if it wasn't required of you. Include it and let the reader decide what matters.
- **Write for someone meeting you for the first time.** Avoid shorthand or inside context that only makes sense to you. Explain acronyms, describe your role clearly, and don't assume the reader already knows the background.
- **Be specific about your own contribution.** If you were part of a team effort, that's fine, just be clear about what you personally did versus what the group did together.
- **Treat this as a working document, not a final draft.** You don't need polished sentences here, just clear and honest notes. This is raw material for your resume, applications, and recommendation letters, so detail matters more than how it sounds.

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