

# Wauwatosa West Counseling Services



## Academic and Career Planning

### SENIOR PROFILE

\*\*\* You may want to download this form and type your answers so that you can utilize as much space as you need.

Letters of recommendation are an important component of college and scholarship applications. Students are encouraged to follow the steps below:

1. Provide a copy of the completed Senior Profile - available as a word document using the school website or in the counseling office.
2. Consider scheduling a meeting with your teacher, counselor, etc. to discuss the request for a letter
3. Allow a minimum of two weeks advanced notice.
4. Provide clear details including website to visit for online recommendations, forms to be completed, etc.
5. Follow up with clarifications, reminders, thank you note, etc.

**Last Name:** \_\_\_\_\_ **First:** \_\_\_\_\_

**Colleges Being Considered:** \_\_\_\_\_

**Recommendation addressed to/purpose:** \_\_\_\_\_ **Cum GPA** \_\_\_\_\_

List three or four words you, teachers, parents, and/or friends use to describe you. Provide examples of how you have demonstrated these traits.

Construct a short narrative that describes how you have connected your experiences (coursework, volunteer experiences, job shadowing, etc.) to your goals

Identify your education goals. Share ideas about your intended major and / or career direction.

What two or three activities/interests (school or community) have meant the most to you?  
Give examples of leadership, initiative, responsibility, and significant impact you have made.

How have you grown or changed since your freshman year? Identify courses that you excelled in, project/activity you are proud of, etc.

Please provide any additional information you would like to share. Ideas include a special circumstance affecting your school performance, examples of an event/experience that has had an impact on you, difficult challenges or a project/activity you are especially proud of.

How do the courses and grades on your transcript portray you? Is this a fair evaluation? Why?

I consider the difficulty of my course load to be (circle one):

Most Demanding      Very Demanding      Demanding      Average      Below Average

**SPECIFIC NOTES TO PROVIDE FOR TEACHER LETTERS OF RECOMMENDATION (if applicable)**

1. What area(s) of this course were the most challenging?
  
2. Describe the knowledge of skill you have gained from this course:
  
3. List an example of how you displayed leadership or initiative:

List 3 references (include at least 1 teacher).

| <u>Name</u> | <u>email</u> | <u>relationship to you</u> |
|-------------|--------------|----------------------------|
|-------------|--------------|----------------------------|

- 1.
- 2.
- 3.

**WAUWATOSA WEST RECOMMENDS STUDENTS REQUEST NO MORE THAN TWO LETTERS OF RECOMMENDATION FROM TEACHERS UNLESS SPECIFICALLY REQUIRED.**

**NOTE TO RECOMMENDER:**

*Student academic records on attendance, discipline, academics are viewable by teachers on Power School. Teachers are encouraged to focus their letters of recommendations on the student's classroom abilities and contributions rather than information already on their transcript or in their application. Materials to assist in writing letters of recommendation are available in the School Counseling Office.*

**\*\*\* Attach your resume that lists your activities, clubs, honors, awards, employment, volunteer experiences**