

WFHS STUDENT SUCCESS SHEET



Complete this form as fully and accurately as you can. This is your chance to share your accomplishments, strengths, experiences, and goals! Your answers will help your teacher or counselor write a strong recommendation for scholarships, college admissions, or other opportunities. Make a copy for each person writing you a recommendation. Please give at least 10 days notice before you need the letter.

1 STUDENT INFORMATION

Full name

Student ID / grade

Student email

2 ACADEMICS & GOALS *Highlight challenge, growth, and direction.*

GPA / class rank *if known*

Career or major interest *undecided is okay*

List advanced courses, a meaningful class, or a project you are proud of.

Course or academic experience	Grade taken	Why it mattered / what it shows
Top college/program choice		Long-term goal

3 WHO I AM *Share your strengths and a personal example that helps your recommender describe you.*

Three strengths *example: dependable, curious, patient*

Three words that describe me

One example I would like included in my letter *Share a short story that shows growth, perseverance, leadership, compassion, integrity, or determination.*

Be honest, specific, and proud of your growth.

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ACTIVITIES & RESPONSIBILITIES *Show commitment, contribution, and growth.*

Include athletics, arts, clubs, hobbies, organizations, summer programs, or other meaningful activities.

Activity / team / club	Grades or dates	Role & time spent	Contribution or learning

Include paid work, caregiving, transportation, translating, or regular responsibilities at home.

Job / family responsibility	Dates & hours/week	What I do	Skills or growth

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LEADERSHIP & RECOGNITION *Leadership can be an action, even without a title.*

Include leadership examples, initiative, awards, honors, or recognition.

Position, example, honor, or award	When?	What I did / why I was recognized?

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FINAL DETAILS *Add only information that helps tell your story.*

Anything else my recommender should know *Optional: a challenge you overcame, something unique about you, helpful context, or attach resume.*

Before making copies: ☐ All applicable sections completed ☐ Specific examples included ☐ Resume ready (if available)

Make one copy of this completed sheet for each recommender and submit it at least 10 school days before the letter is due.

