

Recommendation Letter Template

For Job Applicant with No Experience

[Your Name]
[Your Position/Relationship to Applicant]
[Your Organization or Affiliation, if any]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Full Name] for the position of [Job Title] at [Company/Organization Name]. Although [he/she/they] may not have prior formal work experience, I have had the pleasure of knowing [him/her/them] for [duration/timeframe] as [your relationship or capacity, e.g., a student, volunteer, classmate].

During this period, [Applicant's Name] has consistently demonstrated exceptional qualities such as a strong work ethic, adaptability, and a keen willingness to learn new skills. For example, [he/she/they] has shown [mention soft skills, e.g., leadership, teamwork, communication] through [briefly describe a specific project or experience, e.g., participation in group assignments, community service, extracurricular activities].

[Applicant's Name] approaches all responsibilities with enthusiasm and integrity. [He/She/They] is highly organized, pays close attention to detail, and shows genuine respect for peers and mentors alike. [His/Her/Their] willingness to accept feedback and commitment to self-improvement are truly commendable.

I am confident that [Applicant's Name] will bring the same level of dedication, positivity, and eagerness to any professional opportunity. I am pleased to recommend [him/her/them] for the [Job Title] role and believe [he/she/they] will quickly become an asset to your team.

If you require any additional information, please do not hesitate to contact me at [your phone number/email address]. Thank you for considering this application.

Sincerely,

[Your Name]
[Your Position/Relationship]
[Your Signature (if sending hard copy)]