

## Reference Letter Template for Recent High School Graduate (No Work Record)

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this letter of reference for **[Graduate's Full Name]**, who recently graduated from **[High School Name]**. As **[your relationship to the graduate, e.g., teacher, counselor, community leader]** during their time at our school, I had the privilege of witnessing first-hand their exceptional character and commitment to both their academic and personal growth.

Although **[Graduate's First Name]** does not yet have formal work experience, I can confidently attest to their reliability, eagerness to learn, and strong work ethic. During their time at **[High School Name]**, they distinguished themselves through consistent participation in extracurricular activities, such as **[name relevant extracurriculars or volunteer experiences]**, where they demonstrated remarkable leadership, teamwork, and organizational skills.

**[Graduate's First Name]** is highly regarded among peers and teachers for their positive attitude, integrity, and willingness to help others. Their ability to manage academic responsibilities while also being actively involved in **[clubs, sports, community service, etc.]** speaks to their time management, commitment, and sense of responsibility.

I am confident that **[Graduate's First Name]** will bring the same level of dedication and enthusiasm to any role or opportunity they pursue. They are a quick learner, adaptable, and always eager to contribute positively to any team or environment. I recommend them with enthusiasm for **[job, internship, position, or further studies]**.

Please feel free to contact me at **[your phone number]** or **[your email address]** if you require any further information or wish to discuss **[Graduate's First Name]**'s qualifications more fully.

Sincerely,

**[Your Name]**  
**[Your Position/Relationship to Graduate]**  
**[School/Organization Name]**