

# Sample Recommendation Letter for Job Applicant with No Work Experience

[Your Name]  
[Your Position/Title]  
[School/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to enthusiastically recommend **[Applicant's Name]** for the position of **[Job Title]** at **[Company/Organization Name]**. Although [he/she/they] has not held formal employment, I have had the pleasure of knowing [Applicant's Name] as [his/her/their] [teacher/mentor/club advisor] during [his/her/their] time at [School/Organization Name].

From the outset, [Applicant's Name] has distinguished [himself/herself/themselves] through outstanding academic performance, exceptional initiative, and a strong commitment to personal growth. [He/She/They] consistently demonstrates excellent organizational skills, reliability, and a genuine enthusiasm for learning—qualities that will make [him/her/them] a valuable asset to any workplace.

Beyond the classroom, [Applicant's Name] has actively participated in various extracurricular activities and volunteer projects, including [mention relevant clubs, teams, or volunteer work]. These experiences have allowed [him/her/them] to hone leadership, teamwork, and communication skills, as well as to demonstrate initiative and a strong work ethic. [His/Her/Their] ability to quickly adapt to new situations and to collaborate effectively with peers speaks volumes about [his/her/their] potential to thrive in a professional setting.

Perhaps most importantly, [Applicant's Name] is a person of integrity and strong character. [He/She/They] approaches challenges with positivity and determination, always seeking constructive feedback and opportunities for self-improvement. [His/Her/Their] courteous manner, sense of responsibility, and willingness to go the extra mile make [him/her/them] well-liked and respected among both peers and adults.

I am confident that, despite lacking formal work experience, [Applicant's Name] possesses the skills, determination, and attitude necessary to excel at [Company/Organization Name]. [He/She/They] is eager to learn, quick to adapt, and truly committed to making a positive contribution. I sincerely recommend [him/her/them] for the [Job Title] position and believe [he/she/they] will become a valuable member of your organization.

If you require any further information, please do not hesitate to contact me at [your email] or [your phone number].

Sincerely,  
[Your Name]  
[Your Position/Title]