

Sample Recommendation Letter for Volunteer Applying for First Paid Job

[Your Name]
[Your Position or Relationship to Applicant]
[Organization Name]
[Address]
[City, State, ZIP]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position, if known]
[Company Name]
[Company Address]
[City, State, ZIP]

Dear [Recipient Name or "Hiring Manager"],

I am writing to highly recommend [Volunteer's Name] for the position of [Job Title] at [Company Name]. I have had the pleasure of working with [Volunteer's Name] for [duration, e.g., "the past year"] at [Organization Name], where they have consistently impressed me with their dedication, work ethic, and commitment to making a positive impact.

During their time as a volunteer, [Volunteer's Name] demonstrated exceptional reliability and initiative. Whether working independently or as part of a team, they could always be counted on to complete tasks efficiently and with great attention to detail. [He/She/They] often went above and beyond what was asked, showing genuine enthusiasm for learning new things and taking on additional responsibilities.

[Volunteer's Name] possesses excellent communication and interpersonal skills, allowing [him/her/them] to connect well with colleagues, supervisors, and the community we serve. [He/She/They] approached every project with a positive attitude and was quick to offer support to others when needed. Their eagerness to learn and adapt has allowed [him/her/them] to grow tremendously in their role, and I am confident this attitude will make [him/her/them] a valuable addition to your team.

Although [Volunteer's Name] is applying for their first paid position, the professionalism, responsibility, and skills they have demonstrated as a volunteer clearly indicate their readiness for employment. I have no doubt that [he/she/they] will bring the same level of dedication and excellence to your organization as they have to ours.

Please feel free to contact me if you would like any further information regarding [Volunteer's Name] and their contributions. I offer my strongest recommendation and believe they will be an asset to any workplace.

Sincerely,
[Your Name]