

Writing a recommendation letter for a high school student can significantly influence their opportunities for scholarships, college admissions, internships, or special programs. It's important to highlight their academic abilities, personal qualities, and extracurricular achievements. Here are seven templates for writing a recommendation letter for a high school student, each designed for different circumstances.

## Recommendation Letter Template 1: College Application

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Admissions Office]  
[College/University Name]  
[Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to recommend [Student's Name] for admission to your esteemed institution, [College/University Name]. As [Your Relationship to the Student, e.g., teacher, counselor], I have observed [Student's Name]'s academic progress and personal growth over the past [Number of Years].

[Student's Name] has consistently demonstrated excellence in academics, particularly in [Mention a Subject or Area of Study]. Beyond their academic prowess, [he/she/they] has shown remarkable [Mention Qualities or Skills, e.g., leadership, creativity] in [Mention Activities or Projects].

I am confident that [Student's Name] would be an asset to [College/University Name] and would thrive in your academic environment. [He/She/They] is fully prepared to meet the challenges of a rigorous college curriculum.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]  
[Your Position]

## Example for Template 1

John Smith  
123 Maple Street  
Anytown, NY 12345  
john.smith@email.com  
(555) 123-4567

May 1, 2021

Admissions Office  
Prestige University  
456 College Ave  
University City, ST 67890

Dear Admissions Committee,

I am writing to recommend Emily Johnson for admission to your esteemed institution, Prestige University. As her science teacher, I have observed Emily's academic progress and personal growth over the past three years.

Emily has consistently demonstrated excellence in academics, particularly in biology and chemistry. Beyond her academic prowess, she has shown remarkable leadership and creativity in leading our school's Science Club and organizing the annual

Science Fair.

I am confident that Emily would be an asset to Prestige University and would thrive in your academic environment. She is fully prepared to meet the challenges of a rigorous college curriculum.

Please feel free to contact me if you require any further information.

Sincerely,

John Smith  
Science Teacher, Anytown High School

## **Recommendation Letter Template 2: Scholarship Application**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Scholarship Committee Name]  
[Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Scholarship Committee Name],

It is my pleasure to recommend [Student's Name] for the [Scholarship Name] offered by [Organization Name]. As [Your Relationship to the Student], I have had the opportunity to witness [his/her/their] dedication and drive towards [Mention Academic Goals or Field of Study].

[Student's Name] is not only a top performer academically but also excels in [Mention Extracurricular Activities or Community Service]. [He/She/They] has displayed exceptional qualities such as [Mention Qualities, e.g., perseverance, leadership], which make [him/her/them] a deserving candidate for this scholarship.

[Student's Name]'s ambition and commitment to [Mention Specific Goals or Aspirations] are commendable. This scholarship would significantly aid [him/her/them] in achieving [his/her/their] educational and career aspirations.

I strongly endorse [Student's Name]'s application and am confident in [his/her/their] future success.

Sincerely,

[Your Name]  
[Your Position]

## **Example for Template 2**

Alice Williams  
789 Broadway Avenue  
Cityville, CA 90210  
alice.williams@email.com  
(555) 987-6543

April 15, 2021

Bright Future Scholarship Committee  
Education Foundation  
123 Education Lane  
Cityville, CA 90211

Dear Scholarship Committee,

It is my pleasure to recommend Mark Lee for the Bright Future Scholarship offered by the Education Foundation. As his

English teacher and debate coach, I have had the opportunity to witness his dedication and drive towards pursuing a degree in Political Science.

Mark is not only a top performer academically but also excels in debate and student government. He has displayed exceptional qualities such as perseverance and leadership, which make him a deserving candidate for this scholarship.

Mark's ambition and commitment to impacting society through policy-making are commendable. This scholarship would significantly aid him in achieving his educational and career aspirations.

I strongly endorse Mark's application and am confident in his future success.

Sincerely,

Alice Williams  
English Teacher and Debate Coach, Cityville High School

## **Recommendation Letter Template 3: Internship Application**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Internship Coordinator's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Internship Coordinator's Name],

I am delighted to recommend [Student's Name] for the [Internship Program Name] at [Company/Organization Name]. As [Your Relationship to the Student], I have been consistently impressed by [Student's Name]'s abilities in [Mention Relevant Skills or Subjects].

During [Mention a Project or Activity], [Student's Name] demonstrated [Mention Skills or Achievements, e.g., problem-solving skills, initiative]. [He/She/They] consistently shows a keen interest in [Mention Relevant Field or Industry] and a strong desire to gain practical experience.

I am confident that [Student's Name] would be an excellent addition to your internship program and would greatly benefit from the hands-on experience and learning opportunities it offers.

Should you need any additional information, please do not hesitate to contact me.

Best regards,

[Your Name]  
[Your Position]

## **Example for Template 3**

Rachel Green  
1010 Oak Street  
Smalltown, MA 02120  
rachel.green@email.com  
(555) 321-0987

June 20, 2021

Mr. David Brown  
Tech Innovations Inc.  
2345 Tech Road  
Innovate City, MA 02122

Dear Mr. Brown,

I am delighted to recommend Lucas Smith for the Summer Internship Program at Tech Innovations Inc. As his mathematics teacher, I have been consistently impressed by Lucas's abilities in analytical thinking and data analysis.

During our school's Annual Math Challenge, Lucas demonstrated excellent problem-solving skills and initiative. He consistently shows a keen interest in technology and data science and a strong desire to gain practical experience in these fields.

I am confident that Lucas would be an excellent addition to your internship program and would greatly benefit from the hands-on experience and learning opportunities it offers.

Should you need any additional information, please do not hesitate to contact me.

Best regards,

Rachel Green  
Mathematics Teacher, Smalltown High School

## **Recommendation Letter Template 4: Leadership Program**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Program Director's Name]  
[Leadership Program Name]  
[Institution/Organization Name]

[Address]  
[City, State, Zip Code]

Dear [Program Director's Name],

I am thrilled to recommend [Student's Name] for the [Leadership Program Name] at [Institution/Organization Name]. As [Student's Name]'s [Your Relationship to the Student], I have observed [his/her/their] natural leadership abilities and commitment to personal and community development.

[Student's Name] has shown leadership in various capacities, including [Mention Leadership Roles or Activities]. [He/She/They] possesses key leadership qualities such as [Mention Qualities, e.g., responsibility, charisma], which have positively impacted our [School/Community].

I believe that [Student's Name] would greatly benefit from the [Leadership Program Name] and contribute meaningfully to its objectives. [He/She/They] is poised to grow as a leader and make significant contributions in the future.

For any further details or questions, please feel free to contact me.

Warm regards,

[Your Name]  
[Your Position]

## **Example for Template 4**

Michael Johnson  
1234 Elm Street  
Hometown, TX 75001  
michael.johnson@email.com  
(555) 678-1234

March 30, 2021



Ms. Laura Martinez  
Young Leaders Program  
Future Leaders Institute  
5678 Leadership Way  
Big City, TX 75002

Dear Ms. Martinez,

I am thrilled to recommend Sophie Chen for the Young Leaders Program at the Future Leaders Institute. As Sophie's guidance counselor, I have observed her natural leadership abilities and commitment to personal and community development.

Sophie has shown leadership in various capacities, including serving as the president of the Student Council and leading the community volunteer group. She possesses key leadership qualities such as responsibility and charisma, which have positively impacted our school.

I believe that Sophie would greatly benefit from the Young Leaders Program and contribute meaningfully to its objectives. She is poised to grow as a leader and make significant contributions in the future.

For any further details or questions, please feel free to contact me.

Warm regards,

Michael Johnson  
Guidance Counselor, Hometown High School

## **Recommendation Letter Template 5: Art or Music Program**

[Your Name]  
[Your Address]  
[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Program Director's Name]

[Art/Music Program Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Program Director's Name],

I am pleased to recommend [Student's Name] for the [Art/Music Program Name] at [Institution/Organization Name]. As [Student's Name]'s [Your Relationship to the Student, e.g., art teacher, music instructor], I have had the privilege of witnessing [his/her/their] exceptional talent and dedication to [Art/Music].

[Student's Name]'s work in [Mention Specific Artistic Endeavors or Performances] has been outstanding, showcasing [his/her/their] creativity, skill, and passion for [Art/Music]. [He/She/They] has the potential to excel in a more advanced and focused artistic environment.

[He/She/They] would undoubtedly benefit from and contribute to the [Art/Music Program Name], further developing [his/her/their] artistic abilities and exploring new creative avenues.

Please do not hesitate to contact me for further endorsement or information.

Kind regards,

[Your Name]

[Your Position]

## Example for Template 5

Elizabeth Martinez  
456 Artistic Avenue  
Artsville, FL 33333  
elizabeth.martinez@email.com  
(555) 789-4560

February 20, 2021

Mr. Thomas Kelly  
Advanced Art Program  
Fine Arts Academy  
789 Creative Blvd  
Artsville, FL 33334

Dear Mr. Kelly,

I am pleased to recommend Anna Lee for the Advanced Art Program at the Fine Arts Academy. As Anna's art teacher, I have had the privilege of witnessing her exceptional talent and dedication to visual arts.

Anna's work in various mediums, particularly in oil painting and digital art, has been outstanding, showcasing her creativity, skill, and passion for art. She has the potential to excel in a more advanced and focused artistic environment.

Anna would undoubtedly benefit from and contribute to the Advanced Art Program, further developing her artistic abilities and exploring new creative avenues.

Please do not hesitate to contact me for further endorsement or information.

Kind regards,

Elizabeth Martinez  
Art Teacher, Artsville High School

# Recommendation Letter Template 6: Special Talent or Achievement Recognition

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name or Committee]  
[Award or Recognition Program Name]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "Honorable Committee"],

I am honored to recommend [Student's Name] for [Award or Recognition Program Name] offered by [Institution/Organization Name]. As [Student's Name]'s [Your Relationship to the Student], I have had the opportunity to observe their extraordinary talents and achievements in [Mention Field or Area, e.g., science, sports].

[Student's Name] has achieved [Mention Specific Achievements or Awards] and has shown remarkable dedication and excellence in [Mention Field or Area]. [His/Her/Their] ability to [Mention Specific Skills or Qualities] sets [him/her/them] apart and makes [him/her/them] a deserving candidate for this recognition.

[Student's Name]'s achievements not only reflect [his/her/their] personal dedication but also serve as an inspiration to others. [He/She/They] truly embodies the qualities that [Award or Recognition Program Name] seeks to honor.

I wholeheartedly support [Student's Name]'s application and am confident in [his/her/their] continued success.

Respectfully,

[Your Name]

[Your Position]

## Example for Template 6

Robert Harris  
123 Sports Lane  
Athletictown, GA 40404  
robert.harris@email.com  
(555) 202-3040

April 10, 2021

Honorable Committee  
National Young Athlete Award  
Youth Sports Federation  
456 Victory Road  
Athletictown, GA 40405

Dear Honorable Committee,

I am honored to recommend Jason Miller for the National Young Athlete Award offered by the Youth Sports Federation. As Jason's soccer coach, I have had the opportunity to observe his extraordinary talents and achievements in sports.

Jason has achieved multiple MVP awards and led our school team to the state championships. He has shown remarkable dedication and excellence in

soccer. His ability to lead and motivate his teammates sets him apart and makes him a deserving candidate for this recognition.

Jason's achievements not only reflect his personal dedication but also serve as an inspiration to others. He truly embodies the qualities that the National Young Athlete Award seeks to

honor.

I wholeheartedly support Jason's application and am confident in his continued success.

Respectfully,

Robert Harris  
Soccer Coach, Athletictown High School

## **Recommendation Letter Template 7: Community Service and Volunteering**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name or Committee]  
[Community Service Program/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

It is with great enthusiasm that I recommend [Student's Name] for [Mention the Community Service Program or Recognition]. In my capacity as [Your Relationship to the Student], I have seen [Student's Name]'s profound commitment to serving the community, especially in [Mention Specific Area of Service].

[Student's Name] has been actively involved in [Mention Specific Community Service Projects or Activities] and has demonstrated [Mention Qualities, e.g., compassion, dedication]. [His/Her/Their] efforts have had a significant impact on [Mention Specific Community or Cause].

[Student's Name]'s dedication to community service embodies the spirit of [Mention Community Service Program or Recognition]. I am confident that [he/she/they] will continue to make meaningful contributions and inspire others through [his/her/their] altruistic endeavors.

For any additional information or endorsement, please do not hesitate to contact me.

Kind regards,

[Your Name]  
[Your Position]

## **Example for Template 7**

Sarah Thompson  
456 Community Road  
Volunteertown, NJ 07030  
sarah.thompson@email.com  
(555) 303-2020

May 25, 2021

To Whom It May Concern  
Youth Volunteer Award  
Community Service Board  
789 Helping Hand St  
Volunteertown, NJ 07031

Dear Honorable Committee,

It is with great enthusiasm that I recommend Katie Wilson for the Youth Volunteer Award. In my capacity as her mentor at the Community Help Center, I have seen Katie's profound commitment to serving the community, especially in supporting the homeless.

Katie has been actively involved in organizing food drives and

clothing donations and has demonstrated compassion and dedication. Her efforts have had a significant impact on the homeless community in our area.

Katie's dedication to community service embodies the spirit of the Youth Volunteer Award. I am confident that she will continue to make meaningful contributions and inspire others through her altruistic endeavors.

For any additional information or endorsement, please do not hesitate to contact me.

Kind regards,

Sarah Thompson  
Volunteer Coordinator, Community Help Center

## **Purpose of a Recommendation Letter for a High School Student**

The purpose of a recommendation letter for a high school student is to provide an authoritative and personal endorsement of the student's abilities, character, and achievements. Such letters play a critical role in supporting the student's applications for colleges, scholarships, internships, leadership programs, and other opportunities where an evaluation of their potential is required.

## **Key Elements of a Recommendation Letter for a High School Student**

- **Author's Credentials:** Establish the author's relationship with the student and their authority to recommend.
- **Student's Qualities and Achievements:** Highlight the student's strengths, skills, academic achievements, and



extracurricular involvements.

- **Personal Anecdotes**: Include specific anecdotes or examples that illustrate the student's abilities or character.
- **Endorsement**: Clearly state the recommendation and the belief in the student's suitability for the opportunity.

## Tips for Writing a Recommendation Letter for a High School Student

1. **Be Specific**: Provide specific examples and details to back up your praise of the student.
2. **Customize the Letter**: Tailor the letter to the specific application, program, or opportunity.
3. **Stay Positive**: Focus on the student's strengths and potential while maintaining honesty.
4. **Be Concise**: Keep the letter to one page, focusing on the most relevant information.
5. **Proofread**: Ensure the letter is free from grammatical errors and typos to maintain professionalism.