**High School Resume For Recommendation Letter**

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

### **Objective**

Dedicated high school student with proven leadership and academic skills seeking a recommendation to support my application for [specific purpose, such as a college application, internship, or specific scholarship].

### **Education**

**[Your High School Name]**[City, State]  
[Month, Year] – [Expected Graduation Month, Year]

* Current GPA: [Your GPA]
* Honors: [Any honors classes or advanced placement courses you've taken]

### **Academic Achievements**

* [Achievement 1, e.g., Science Fair Winner]
* [Achievement 2, e.g., National Honor Society Member] *List your key academic highlights that demonstrate your suitability for the recommendation.*

### **Extracurricular Activities**

* **[Activity or Club Name]**, [Position, e.g., Treasurer], [Years Active]
  + [Brief description of your role and any significant contributions or leadership experiences]
* **[Sport or Other Club]**, [Position, e.g., Captain], [Years Active]
  + [Brief description of involvement and leadership]

### **Community Service**

* **[Service Activity or Group Name]**, [Role, if any], [Years Active]
  + [Description of your service and any notable projects or impacts]

### **Work Experience**

**[Job Title, if any]**[Company Name] – [City, State]  
[Month, Year] – Present

* [Brief description of responsibilities and skills developed]

### **Skills**

* **[Skill 1, e.g., Bilingual Spanish-English]**
* **[Skill 2, e.g., Advanced Computer Proficiency]**
* **[Skill 3, e.g., Excellent Communication Skills]**

### **Awards and Honors**

* [Award 1, e.g., Best All-Round Student, Year]
* [Award 2, e.g., Academic Excellence in Mathematics, Year]

### **References**

[Reference Name]  
[Title and Relationship to the Student, e.g., Chemistry Teacher]  
[Contact Information]