

# 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]