

Character Reference Letter for Job Application

A **character reference letter for job application** is a personal testimonial written by someone who can vouch for an applicant's qualities, work ethic, and integrity. This letter highlights the candidate's strengths, reliability, and suitability for the position, providing potential employers with insight beyond professional experience.

Template: Character Reference Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient Name],
I am writing to recommend [Applicant's Name] for a position at your company. I have known [him/her/them] for [length of time] as [describe your relationship, e.g., neighbor, fellow volunteer]. During the time I have known [Applicant's Name], [he/she/they] has consistently demonstrated responsibility, integrity, and a strong sense of commitment to any task at hand. [He/She/They] is a hard worker, reliable, and a team player. For example, [briefly share a relevant anecdote showing the applicant's qualities, such as teamwork, leadership, honesty, etc.]. I believe that [Applicant's Name] would make a valuable contribution to your team and uphold the high standards of your organization. Please feel free to contact me if you require further information.
Sincerely,
[Your Name]

Example: Character Reference Letter

Jane Edwards
142 Maple Street
Columbia, IL 62236
jane.edwards@email.com
(555) 123-4567
June 24, 2024
Mr. Robert Gray
Hiring Manager
BrightTech Solutions
300 Main Avenue
Springfield, IL 62704
Dear Mr. Gray,
I am pleased to write this reference for Michael Bennett, whom I have known for over five years as a fellow volunteer at the Community Food Bank. Throughout this period, Michael has demonstrated exceptional reliability, integrity, and a strong sense of commitment to the community. Michael consistently arrives early for his shifts, eagerly takes on new responsibilities, and is always willing to lend a hand to coworkers. He has demonstrated exceptional teamwork and leadership skills. I am confident that Michael's integrity, diligence, and positive outlook will make him a valuable asset to your organization. Please feel free to contact me if you require further information.
Sincerely,
Jane Edwards