

Character Reference Letter Sample for Job Application

This **character reference letter sample for job application** provides a clear and professional example of how to endorse a candidate's personal qualities and work ethic. It highlights the applicant's integrity, reliability, and relevant skills, helping potential employers gain valuable insights beyond the resume. Using this sample can guide referees in crafting persuasive letters that support the candidate's qualifications and suitability for the job, ultimately enhancing their chances of securing employment.

Character Reference Letter Sample

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

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to provide a character reference for [Applicant's Name], whom I have known for [duration] as [explain your relationship, e.g., friend, mentor, colleague]. Throughout our association, I have been consistently impressed by [Applicant's Name]'s integrity, dedication, and positive attitude.

[Applicant's Name] has always demonstrated exceptional reliability and responsibility in all pursuits. Their work ethic is exemplary, and they can be trusted to take initiative and accomplish tasks efficiently and accurately. [He/She/They] is known for [specific traits or examples, e.g., honesty, teamwork, leadership, communication skills], making [him/her/them] a valuable asset to any organization.

Moreover, [Applicant's Name] possesses strong interpersonal skills and treats everyone with respect and kindness. [He/She/They] shows willingness to go above and beyond expectations to support colleagues and ensure a positive working environment.

Based on my experience, I am confident that [Applicant's Name] will be a tremendous addition to your team. I highly recommend [him/her/them] for the position at [Company Name] and am certain that [he/she/they] will approach new responsibilities with the same level of commitment and excellence that I have witnessed personally.

Please feel free to contact me at [phone number] or [email address] should you require any additional information or wish to discuss [Applicant's Name]'s qualifications further.

Sincerely,
[Your Name]