Reference Letter Sample for Job Application (Fresh Graduate)

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this reference letter on behalf of **[Candidate's Name]**, who has recently graduated from **[University/College Name]** with a degree in **[Degree/Major]**. As **[Candidate's Name]'s [Professor/Advisor/Internship Supervisor]** for the past **[duration]**, I have had the privilege of witnessing their academic growth, dedication, and professional potential firsthand.

During their time at **[University/College Name]**, **[Candidate's Name]** excelled academically, consistently achieving top grades in demanding subjects such as **[relevant courses or projects]**. Their ability to think critically and work collaboratively was particularly evident during their participation in **[specific project, internship, or extracurricular activity]**, where they demonstrated strong leadership, effective communication, and problem-solving skills.

[Candidate's Name] also completed an internship at **[Company/Organization Name]**, where they applied their academic knowledge in a real-world setting. Their supervisors commended their professionalism, adaptability, and initiative, noting their eagerness to learn and excellent teamwork.

Apart from academic and professional achievements, **[Candidate's Name]** is known for their integrity, reliability, and positive attitude. They are a quick learner and show resilience in facing challenges, making them a valuable asset in any organization.

I am confident that **[Candidate's Name]** will bring the same level of excellence, dedication, and enthusiasm to any position they pursue. I highly recommend them for employment, certain that they possess the skills and attributes to thrive in your organization.

Please feel free to contact me at **[Your Email Address]** or **[Your Phone Number]** if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[University/Organization Name]
[Your Contact Information]