

Character Reference Letter for Job Applicant Without Work History

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

[Recipient's Name or "To Whom It May Concern"],

I am writing to provide a character reference for [Applicant's Name], who has applied for the position of [Position Title] at your company. Although [Applicant's Name] does not have prior formal work experience, I have had the pleasure of knowing [him/her/them] for [duration] as a [relationship, e.g., neighbor, family friend, classmate], and I can confidently speak to [his/her/their] admirable character and strong personal qualities.

[Applicant's Name] is consistently reliable, honest, and hardworking. During the time I have known [him/her/them], [he/she/they] has always demonstrated a positive attitude and an eagerness to take on new challenges. [He/She/They] takes initiative in group settings, communicates effectively with others, and is always willing to listen and learn. [He/She/They] is respectful, responsible, and trustworthy-qualities that I believe will greatly contribute to any team or organization.

In addition to [his/her/their] integrity, [Applicant's Name] has shown impressive problem-solving skills and the ability to adapt quickly. [He/She/They] approaches every task with dedication and attention to detail, and [is/are] not discouraged by setbacks. [He/She/They] readily accepts feedback and strives for personal growth, which I believe are important attributes for any workplace.

Although [Applicant's Name] is just starting out professionally, I am confident that [he/she/they] will bring commitment, enthusiasm, and a strong work ethic to your organization. I strongly recommend [him/her/them] for the position and am certain [he/she/they] will exceed your expectations.

Please feel free to contact me at [your phone number] or [your email] if you have any further questions regarding [Applicant's Name].

Sincerely,
[Your Name]