

Reference Letter Template

[Your Name]

[Your Position/Relationship to Applicant]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

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

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name or "Sir/Madam"],

I am writing this letter to highly recommend **[Applicant's Full Name]** for the position of **[Job Title]** at your organization. I have had the pleasure of knowing [Applicant's Name] for [length of time and context e.g., as a student, volunteer, or community member] and can attest to their strong character, enthusiasm, and dedication.

Although [Applicant's Name] does not possess formal work experience, they have consistently demonstrated qualities that make them an excellent candidate for first-time employment. [He/She/They] is reliable, quick to adapt, and eager to learn new skills. For instance, during [his/her/their] involvement in [volunteer work, community service, extracurricular activity], [Applicant's Name] showed strong leadership, teamwork, and communication abilities. One example that stands out is when [briefly describe a relevant situation or accomplishment that illustrates key skills].

[Applicant's Name] approaches tasks with a positive attitude and a genuine willingness to take on challenges. [He/She/They] have always conducted [himself/herself/themselves] with integrity, responsibility, and respect toward others. I am confident that [Applicant's Name] will bring this same level of commitment and enthusiasm to your team.

I wholeheartedly endorse [Applicant's Name] for employment at your company. [He/She/They] has all the qualities necessary to become a valuable asset. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]