

# Character Reference Letter for Job Application Sample

A **character reference letter for job application sample** provides a template that highlights an individual's personal qualities, work ethic, and suitability for a position. It serves as a credible endorsement from someone familiar with the applicant's character, offering potential employers insight into the candidate's reliability, integrity, and interpersonal skills. Such a sample helps guide the writing of effective reference letters that can strengthen a job application by emphasizing positive attributes beyond professional qualifications.

## Sample Character Reference Letter

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to offer my wholehearted recommendation for [Applicant's Name] in support of their application for employment at [Company/Organization Name]. I have known [Applicant's Name] for [number] years as [explain relationship, e.g., a neighbor, volunteer colleague, etc.], and I can confidently speak to their admirable character and strong work ethic.

Throughout my association with [Applicant's Name], I have been consistently impressed by their honesty, reliability, and positive attitude. They approach every task with enthusiasm and a genuine desire to do their best. [Applicant's Name] demonstrates excellent interpersonal skills and is well-respected by peers and community members alike.

In addition to their integrity, [Applicant's Name] is organized, hardworking, and always willing to go the extra mile to help others. Their ability to adapt to new situations and remain composed under pressure is truly commendable.

I am confident that [Applicant's Name] would make a valuable addition to your team. Should you require any additional information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,  
[Your Name]