

Reference Letter Template: Specific Examples of Positive Character Traits

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

[Recipient Name]
[Recipient Position/Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am pleased to write this letter of reference for [Candidate Name], whom I have known for [length of time] in my capacity as [your relationship, e.g., supervisor, colleague, teacher, etc.]. During this time, I have been consistently impressed by [his/her/their] exemplary character and work ethic.

Responsibility: One specific instance highlighting [Candidate Name]'s sense of responsibility occurred when [he/she/they] volunteered to lead a time-sensitive project for our department. Not only did [he/she/they] meet every deadline, but [he/she/they] also coordinated team members effectively, ensuring all tasks were completed to the highest standard.

Teamwork: [Candidate Name] is a natural collaborator. For example, during a crucial group assignment, [he/she/they] bridged gaps between team members with differing opinions by mediating discussions and encouraging open communication. As a result, the team produced outstanding results that surpassed our goals.

Integrity: On numerous occasions, [Candidate Name] has demonstrated the highest level of honesty and transparency. I recall a situation where [he/she/they] identified a minor oversight in our reporting process. Instead of ignoring the issue, [he/she/they] promptly brought it to my attention and suggested practical solutions for correction.

Communication Skills: [Candidate Name] communicates ideas clearly and thoughtfully. In presentations and meetings, [he/she/they] engages audiences with articulate explanations and listens carefully to feedback, which consistently helps move projects forward efficiently.

In summary, I wholeheartedly endorse [Candidate Name] for [position, program, or opportunity]. [His/Her/Their] character, professionalism, and dedication will be a valuable asset to your organization. Please feel free to contact me at [your phone number] or [your email address] if you need further information.

Sincerely,
[Your Name]