

Personal Character Reference Letter for a Job

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

[Date]

[Recipient's Name]
[Hiring Manager/HR Manager]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to provide a personal character reference for [Applicant's Name], who is applying for a position at your company. I have had the pleasure of knowing [Applicant's Name] for [number] years in a personal capacity, and I can attest to their outstanding character, work ethic, and suitability for the role.

Key Character Traits:

Integrity and Trustworthiness: [Applicant's Name] is a person of utmost integrity and trustworthiness. They consistently demonstrate honesty and reliability in all aspects of their life.

Responsibility and Accountability: [Applicant's Name] is highly responsible and takes accountability for their actions. They are diligent and committed to completing tasks to the best of their ability.

Work Ethic: [Applicant's Name] has a strong work ethic and is dedicated to achieving their goals. They are willing to go above and beyond to ensure the success of their projects.

Interpersonal Skills: [Applicant's Name] is a team player and works well with others. They communicate effectively and respectfully with colleagues and are able to build positive relationships.

Adaptability: [Applicant's Name] is adaptable and able to thrive in different environments. They are quick to learn new skills and are open to taking on new challenges.

One particular example that illustrates [Applicant's Name]'s character occurred when [provide specific example of a situation where the applicant demonstrated exceptional qualities]. In this instance, [describe how the applicant handled the situation, their actions, and the positive outcomes that resulted].

I have no doubt that [Applicant's Name] would be an asset to your team. Their integrity, work ethic, and positive attitude make them an excellent candidate for the position. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]