**Character reference letter
(for a young adult)**

This letter includes key components of a good character reference letter:

* Description of relationship with candidate
* Key qualities of candidate as a professional
* Key character qualities of candidate
* Reinforcement of recommendation

Re: Character reference letter

To Whom It May Concern:

I have known Fred Smith for over five years. He has been a close friend of our family and we’ve volunteered together to coach our community’s football team for over a year in 2019.
***[Describes scope of relationship with candidate to show that the person is a good source for a character reference]***

While he was in high school, Fred helped me coach a community football team. Fred is a skilled player himself and turned out to also be an enthusiastic leader who always maintained a high degree of professionalism. He has shown a great ability to clearly explain our strategy to our team and motivate our players to execute the strategy. He was able to get the most out of the players, who, in turn, looked up to him.
**[Describes key qualities of candidate as a professional with focus on character and/or leadership]**

In addition to this leadership and communication abilities, I know Fred to be always professional, polite and considerate when interacting with team members. I have observed these abilities when he interacted with the less talented members of the team. He demonstrated patience and positivity that went beyond my expectations, as he always cared that every single team member contributed, one way or another, to the successes of the team and he ensured that everyone felt like a valuable member of the team.
***[Describes key character strengths of candidates, backed by examples and/or evidence]***

Fred will be an asset to any organization. I can confidently recommend him for any position or undertaking that he chooses to pursue. Please don’t hesitate to call me at 888-555-2222 if you would like to discuss further.
***[Reinforces recommendation]***

Best regards,

Clark Gabel