**Character reference letter
(for scholarship application)**

This letter includes key components of a great 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 am writing to you today to let you know that **John Doe** would be an excellent choice for the scholarship you are offering. I have known **John Doe** for {length of time} in my capacity as {teacher, friend, etc.}, and I have come to know **{him/her}** quite well in that time.

***[Describes scope of relationship with candidate to show that the person is a good source for a character reference]***

**John Doe** is a dedicated student who cares deeply about learning as much as **{he/she}** can on any given subject. **John Doe** has maintained a **{number}** G.PA., while participating in extracurricular activities like {list of activities}. **{he/she}** also led a study project on **{topic}** where he worked with 2 other team members to produce a detailed report that received an A grade. His paper was one of the best papers in his class. The project showed his leadership and ability to work in a team to study a subject that he was particularly passionate about.
**[Describes key qualities of candidate as a professional with focus on learning and studying abilities]**

**John Doe** also volunteers at {place where student volunteers}, and has a part-time job at {place of employment). In his volunteering activities with {place where student volunteers}, I have personally witnessed how **John Doe** interacts with less fortunate members of the community to help them achieve {objectives of volunteering}. In this capacity, **John Doe** has demonstrated great leadership and compassion skills as he was able to lead and work with all our team members on {successful results}.
***[Describes key character strengths of candidates, backed by examples and/or evidence]***

**John Doe** needs to go to college, because higher learning is where a mind like **{his/hers}** belongs. Without the help of your scholarship, I'm not sure that **John Doe** would be able to afford college. This would be a tremendous challenge to **John Doe**, for sure, but also to the rest of us. Please choose **John Doe** for scholarship. **{He/she}** will be an excellent representative for your organization, and you'd be helping a most deserving candidate.

Thank you,

{Sender}