**Character Reference Letter  
(for professional reference)**

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

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

Re: Character Reference Letter

To whom it may concern:

I would like to recommend Jennifer Clark as a candidate for a position with your organization. In her position as Administrative Assistant, Jennifer was employed in our office from 2018 – 2020 under my direct responsibility.

***[Clarifies how you know the person, for how long, and the scope of work you have done together]***

Jennifer did an excellent job in this position and was an asset to our organization during her tenure with the office. She has excellent written and verbal communication skills, is extremely organized, can work independently, and is able to effectly multi-task to ensure that all projects are completed in a timely manner. We will miss her professionalism greatly.  
***[Highlights key qualities of the candidate as a professional within the scope of her work responsibilities]***

Jennifer was always willing to offer her assistance and had an excellent relationship with the many constituents served by our office. This included employees, clients, and employers. When leaving our company, her team members organized a large send-off that was very well attended. I believe this reflected her popularity with constituents and the great work she did building relationships and working across teams.  
***[Highlights key qualities of the candidate beyond the scope of her work, as a leader and team member]***

As a result, I believe that she would be a great asset to {organization Z} as a {job name}, and couldn’t recommend her more highly in this capacity.

Please feel free to call me at 888-222-3333 with any questions.

***[Reinforces the recommendation and shares contact information for more details on professional reference]***

Best regards,

Jessica Alban

Position

Company