

[Your Name]  
[Your Phone Number]  
[Your Email Address]  
[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

It is my pleasure to recommend [Applicant Name] for the Entry Level Human Resources position at [Company Name]. I have known [Applicant Name] for [Number] years in my capacity as [Your Relationship to Applicant, e.g., Professor, Former Manager, or Long-term Professional Colleague].

During our time together, I have observed [Applicant Name] demonstrate the core values essential for a career in Human Resources: integrity, discretion, and exceptional interpersonal skills. [Applicant Name] possesses a unique ability to handle sensitive information with the utmost confidentiality and approaches every interaction with empathy and professionalism.

Even at an entry level, [Applicant Name] shows a strong aptitude for conflict resolution and organizational ethics. They are a disciplined communicator who listens actively and works collaboratively to solve problems. I have always been impressed by their attention to detail and their commitment to fair treatment for all individuals.

I am confident that [Applicant Name] will be a valuable asset to your HR department. Their character and work ethic make them a perfect fit for a role that requires both administrative precision and human compassion.

Please feel free to contact me if you require any further information regarding [Applicant Name]'s character or qualifications.

Sincerely,

[Your Signature]  
[Your Printed Name]