

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

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

Subject: Character Reference for [Applicant Name]

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 Supervisor, Volunteer Coordinator].

During our time working together, I have been consistently impressed by [Applicant Name]'s integrity, professionalism, and interpersonal skills. Even though they are starting their career in HR, they already possess the fundamental qualities necessary for the field: extreme discretion with sensitive information, a calm demeanor under pressure, and a genuine desire to support others.

I recall a specific instance where [Applicant Name] demonstrated their problem-solving abilities by [Briefly describe a situation showing their communication or organizational skills]. This experience highlighted their attention to detail and their ability to handle complex tasks efficiently.

Beyond their technical potential, [Applicant Name] is a person of high moral character. They are dependable, punctual, and treat everyone they encounter with respect and empathy. These traits make them an excellent cultural fit for any Human Resources team dedicated to fostering a positive workplace environment.

I recommend [Applicant Name] without reservation. Please feel free to contact me if you require any further information regarding their character or qualifications.

Sincerely,

[Your Signature]

[Your Printed Name]