

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

To the Hiring Committee,

I am writing this letter to provide a personal character reference for [Candidate Name], who is applying for the position of Talent Acquisition Specialist at your company. I have known [Candidate Name] for [Number] years in a [personal/professional] capacity.

Throughout our acquaintance, [Candidate Name] has consistently demonstrated exceptional interpersonal skills and a high level of integrity. They possess a natural ability to connect with people from diverse backgrounds, a trait that I believe is essential for a successful recruiter. They are an active listener, highly empathetic, and maintain a professional demeanor even in high-pressure situations.

In my observations, [Candidate Name] is incredibly organized and detail-oriented. They have a strong work ethic and a commitment to seeing tasks through to completion. Beyond their technical capabilities, their moral character is beyond reproach; they are honest, reliable, and deeply respectful of confidentiality.

I am confident that [Candidate Name] will bring a human-centric and ethical approach to your talent acquisition team. They have my highest recommendation for this role.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]