

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Subject: Professional Reference for [Candidate Name]

Dear [Hiring Manager Name],

I am writing to recommend [Candidate Name] for the Entry-Level Recruiting Assistant position at [Company Name]. During their time as a [Job Title/Intern] at [Your Company Name], I served as [Candidate Name]'s direct supervisor and witnessed their strong potential in the field of human resources.

[Candidate Name] demonstrated exceptional organizational skills and a keen eye for detail. They assisted our team with sourcing candidates, scheduling interviews, and managing applicant data with high accuracy. Even as a junior team member, they displayed a professional demeanor when communicating with candidates and maintained strict confidentiality regarding sensitive information.

Beyond their technical abilities, [Candidate Name] is a proactive communicator and a quick learner. They frequently took the initiative to streamline our administrative processes, showing a genuine passion for the recruitment cycle and candidate experience.

I am confident that [Candidate Name] will be a valuable asset to your recruiting team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]