

So your colleagues just landed a final interview, or your friend is up for their dream job. Now, they easked you to write a character references are commonly requested during the final stages of the hiring process. They easked you to write a character references are commonly requested during the final stages of the hiring process. skills, values, and personality things that matter just as much as technical know-how. If youve been asked to write a character reference for a friend or colleague, this guide will walk you through it step by step. Discover tips to write a powerful reference letter, and use our helpful templates and examples to guide your writing. Whats a character reference? A character reference sometimes called a personal reference is a letter that highlights a persons traits, values, and personal reference is a letter that highlights a personal reference will endorse positive qualities like honesty, empathy, resilience, adaptability, and the ability to work well with others. Your goal is to give the hiring manager confidence that the applicant will be a positive addition to their team. Character reference vs professional reference vs professional reference vs professional references. referenceProfessional referenceFocuses on personal traits, ethics, and soft skillsFocuses on work performance, achievements, and technical skillsOften written by a friend, mentor, coach, teacher, or someone outside the workplaceUsually written by a friend skillsOften written by a friend skillsFocuses on work performance. switching careers, or roles requiring strong valuesUseful for demonstrating job-specific experience and capabilitiesBoth types of reference, it means the employer is looking to understand the applicants personality and how they might fit into the companys culture.Selecting a character reference for you, choosing the right person is key. Consider these key factors to help you pick the best person for the job:Your relationship with them:While it might be easy to ask a friend or family member to be your reference, a hiring manager might see their endorsement as biased. Think about people who know you well but can offer a more objective opinion, such as a coach or former teacher. Their status and position: A reference from someone with a leadership roleespecially in your industry mentor of or character references that can give you that edge, such as an industry mentor of other status and position. a former business contact. How well they know you: Your referee should be able to speak confidently about your values, attitude and behaviours. Dont ask someone who doesn't know you personally or hasn't worked closely with you. This might seem obvious, but it matters. Your reference should genuinely like you and speak of you in a positive light. A strong endorsement reads clearlyand so does a lukewarm one. How to write a character reference for a jobSome employers may give you clear guidelines or a template to use, while others will be more flexible. But if you're starting from scratch, heres a simple step-by-step guide: Step 1: Look through the job descriptionBefore writing, ask the applicant for a copy or link to the job ad. Take note of any traits, values, or soft skills the employer is looking for these are the qualities youll want to highlight. For example, if the job description mentions adaptability and communication skills, you can describe a time when the applicant kept their team motivated during a challenging group project. Tip: ask the person if theres anything specific theyd like you to include. They may know which traits or skills are particularly valuable in their industry or role. Step 2: Introduce yourselfIn the introduction paragraph of your character reference, start by saying who you are, your relationship with the applicant, and how long youve known them. You can also include details that boost your own credibility, such as your qualifications and the position you hold in your company. Example: My name is Sarah Bennett, and Ive known Jake for over five years. We met through a community volunteer program where I served as a team leader, and Jake quickly became one of our most dependable volunteers. Step 3: Describe the persons skills and qualities In the body of your letter, focus on the key traits or qualities that make the person stand out 3 is a good rule of thumb. Pick positive qualities that align with the job description or that youve personally seen them display. Example: "Jake is incredibly dependable, with a strong sense of responsibility. He brings a positive energy to group situations and has a knack for communicating with people from all backgrounds." Step 4: Back up your claims with key examples Show, dont just tell. For each trait you mention, include a brief anecdote or example that brings it to life. If youre stuck for ideas, think back on moments when this person took the initiative to support you or someone else. Did they help you solve a problem or manage a project? Did they show kindness to someone in need?Example:"During our annual fundraiser, Jake took the initiative to organise a small team of volunteers, solving issues on the fly when a vendor didnt show up. Thanks to his quick thinking, the event ran smoothly and we raised more than our target amount."Step 5: Conclude with a strong endorsementWrap up on a strong note by reinforcing your support. Highlight why you believe this person is a great fit for the role and would add value to the company. Finally, leave your contact details and invite the hiring manager to get in touch with you. Example: "I have every confidence that Jake would be a valuable asset to your team. His integrity, reliability and positive attitude make him an excellent choice for this role. Please dont hesitate to contact me at [email] or [phone number] if you have further questions. "Step 6: Proofread and editBefore you hit send, take a moment to check for:Spelling and grammar errorsMissing information (like your contact details)Tone of voicedoes it sound warm, professional, and sincere?As a final check, read your letter out loud to spot any awkward phrasing. What to know before agreeing to write a character referenceBeing asked to write a character reference is a compliment. But before you agree, make sure you can say yes to all three of these questions: Do you know the person well enough to speak confidently about their strengths? Can you sincerely vouch for them in a positive light? Do you have time to write a thoughtful and tailored letter? If youre unsure or dont feel youre the right person for the job, its okay to politely turn them down. Simply say: "Thanks so much for askingIm flattered, but I dont think I know you well enough to write a strong reference. Would [insert name] be a better option?"Get started with this character reference. Would [insert name] be a better option?"Get started with this character reference. Would [insert name] be a better option?"Get started with this character reference. Would [insert name] be a better option?"Get started with all the key components to include in your character reference. Would [insert name] be a better option?"Get started with all the key components to include in your character reference. Would [insert name] be a better option?"Get started with all the key components to include in your character reference. Would [insert name] be a better option?"Get started with all the key components to include in your character reference. Would [insert name] be a better option?"Get started with all the key components to include in your character reference. Would [insert name] be a better option?"Get started with all the key components to include in your character reference. 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Would [insert name] be a better option?"Get started with all the key components to include in your character r Managers name], My name is [Your Name], and Ive known [Applicants Name] for [X years] through [explain your relationshipe.g., volunteer work, coaching, community group]. [Applicants Name] has consistently impressed me with their [insert 23 positive qualities] qualities] qualities I believe would make them an excellent fit for your team. For example, [describe a specific situation that highlights one or more of the applicants strengths]. I have no doubt that [Applicants Name] would bring [insert contact info] if youd like to discuss further. Sincerely, [Your Name] [You examples for inspirationTo give you some ideas on how to customise your character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character reference, check out some of our sample letters: Example 1: Character refe creative and leadership roles. Olivia is thoughtful, reliable, and incredibly hardworking. During one production, she volunteered to take on costume coordination in addition to her squalities that make her not just a valued collaborator but a great friend. I believe shed be a fantastic addition to your team. Please feel free to reach me at [emailprotected] if you have any further questions. Sincerely, Charlie GrantExample 2: Character reference for a volunteer youve worked with Dear Sir/Madam, I'm Jane Hart, the Volunteer Coordinator at Sydney Community Kitchen. Im writing to provide a character reference for Daniel Nguyen, who has been an outstanding volunteer with us over the past 2 years. During his time with us, Daniel has consistently demonstrated a strong work ethic, a warm and approachable nature, and a genuine commitment to helping others. He volunteered weekly in our food distribution program, assisting with meal preparation, packaging, and delivery to local families. What sets Daniel apart is his empathy and ability to connect with people from all walks of life. He takes the initiative to chat with our beneficiaries and guide new volunteers, showing maturity and kindness beyond his years. His contribution has made a real difference to our community. I have no hesitation in recommending Daniel for this role. He would be an asset to any organisation that values customer service and community engagement. If you'd like to discuss his time with us further, please feel free to contact me on 0412 345 678 or at [emailprotected]. Warm regards, Jane HartExample 3: Character reference for a colleagueDear Mr Lawson, Im pleased to provide this character reference for Mia Reddy, who I worked with for three years at ProQuest Consulting. Mia is professional, trustworthy, and brings a thoughtful, solutions-focused attitude to everything she does. I often saw her go the extra mile for clientswhether that meant taking time to troubleshoot their pain points or develop support strategies for their team. Mia is also a great team player. When fellow colleagues were facing issues or needed guidance, she was always willing to step up. I am certain that she would thrive in your customer-facing role. Please feel free to contact me at 0400 000 000 for further information. Best regards, Michael BrownTips for a powerful reference letterWriting a strong character reference isnt about using big words or sounding overly formal. Its about being thoughtful, honest, and specific. These three tips will help you write a letter that stands out for all the right reasons. Show, not tellIt isnt enough to simply say someone is hardworking or kindyou need to paint a picture of what that looks like in real life. Hiring managers want to see how the applicants qualities play out in practical situations, because that helps them imagine the person. Priya is a hardworking and reliable person. Priya consistently arrived early to set up for our Saturday community market stalls, often staying late to help pack down without being asked. On one occasion, when a volunteer called in sick, she stepped in to run the front table all day with a smile. Stay conciseA great character reference doesnt need to be long. In fact, shorter is often better. Aim to keep your letter to one page or less. Avoid listing every positive thing about the person you can think of instead, choose the qualities that align with the role theyre applying for. Focus on up to 3 personal traits that are relevant to the job, and give 1-2 specific examples to back them up.Dont:Do:"Liam is dependable, kind, proactive, enthusiastic, and always willing to lend a hand. He has great time management, excellent communication skills, and works well in a team or independently. Liam is dependable and proactive. During our local sports clubs annual event, he organised volunteers, handled last-minute changes calmly, and made sure everything ran smoothly. Be honestIts important that your character reference feels genuine. Dont use over-the-top language or make unrealistic claims hiring managers can usually sense when a letter is trying too hard.Dont:Do:Tina is the most amazing person Ive ever met and would be an asset in any role, anywhere.Tina is dependable, thoughtful and brings a quiet confidence to team settings. Shes not the loudest voice in the room, but her insights are always thoughtful and well received.A thoughtful reference goes a long wayA well-written character reference can mean more than you think. With our step-by-step guide, youll be well-equipped to write a letter thats authentic and memorable. Whether youre writing for a friend, colleague, or mentee, your words can provide that final advantage to help them land the job. Take your time to really craft your character reference it might just be a game-changer for their career. FAQs Whats a character reference is a letter that highlights a personality traits, values, and soft skills. Its typically requested by a potential employer and written by a friend, mentor, teacher, or colleague outside the applicants workplace. How is a character reference different from a professional reference? While a professional reference focuses on a persons work performance, job responsibilities, and achievements in the workplace, a character reference is more about their qualities and traits as a person. When might someone ask you for a character reference? Potential employers or hiring managers often request character references in the later stages of therecruitment process. Employers may use them to get a better sense of a persons values and personality beyond their resum. This is particularly true when a candidate is starting out in their career, returning to work after a break, or changing industries. What should a good character reference include? A strong character reference should include a brief introduction of who you are, how you know the applicant, supported by specific examples, and end with a clear and confident endorsement of the applicant. How long should a character reference be? A character reference should ideally be no longer than one page. Around 300 to 400 words is usually enough to include an introduction, a few relevant traits with examples, and a closing statement. reference have?Youre writing to support someone, so its important to sound warm and sincere. Be supportive but keep your tone professional and clear. Writing a personal reference letters allow potential employers to get an understanding of who you are from people who worked closely with you. While professional recommendations are ideal for showcasing your on-the-job skills, a personal recommendation can also improve your candidacy. Whether youre writing a letter for a family friend, coworker, or a past client, well go over how to write a personal reference letter, provide personal reference examples, as well as some tips to keep in mind when writing your letter.Key Takeaways:When writing a personal reference you should include an explanation of your relationship with the applicant, provide examples of the applicant, provide examples of the applicant positive qualities. make sure you are familiar with the candidates ad personal characteristics. Provide examples of the candidates abilities but make you stay positive and avoid getting too personal in your letter. A personal reference letter can make the difference between securing an opportunity and being passed on to the next candidate so make sure to be honest in your letter. What is a personal reference letter? A personal reference letter of recommendation or a character reference/recommendation, is a letter used to bolster a personal reference letter? A personal reference letter? A personal reference/recommendation for a job, admission to a school or organization, housing, or any other position that screens applicants. A glowing reference letter can make the difference between securing an opportunity and being passed on to the next candidate. Unlike professional references, a personal references, a personal reference letter is about getting to know a candidate. character outside of work and make their applicant and then provide examples of their positive qualities. Below is a more detailed list of how to write a personal reference letter: Explain your relationship with the applicant. Before you jump into explaining someones personal character, catch the reader up to speed. Go into detail about where you know them from and how long youve been acquainted. It needs to be clear that you know the candidate well enough that your opinion on their character carries some weight. gone into depth about your relationship with the job candidate. In the next paragraph, provide what they came here to find out. Give as many positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities of good qualities you could touch on might include: Excellent communication Positive attributes as possibilities as possibilities as possibilities as possibilities skillsDedication to extracurriculars When possible, try to give specific examples of times you witnessed the applicant demonstrating these qualities. Maybe your student showed initiative by creating a school newspaper. Perhaps you saw your previous co-worker demonstrate leadership skills by taking control of the companys social media image. Tangible achievements and actions show the candidates potential. The official recommendation. The closure of your letter should be for summarizing the points youve made to reach the final conclusion: you highly recommend this person for the position. Try to relate the characteristics youve covered to the specific position the applicant is going for, whether that be a job, graduate school, or another opportunity. Leave the reader knowing the applicant has your full support. Contact Information letter that way they can contact you if you have any questions. The best form of contact to include would be your email and a personal phone number. Personal reference letter examples Stapleton 117 W California St. Denver, CO, 80402(430)-220-3567L Stapleton@merrick.eduSeptember 4, 2020 Benjamin SmithDirector of AdmissionsBoston University233 Bay State Rd.Boston, MA, 02215Dear Mr. Smith, My name is Lindsey Stapleton. I am reaching out to give my strongest recommendation for Anna Jacobs to be accepted into Boston University for the Fall 2021 term. I have been Annas High School English teacher for the past two years at Merrick High School. Prior to that, I had experience working with her on the student government and the swim team. During the years Ive known Anna as a student and athlete, shes demonstrated incredible leadership qualities, a caring demeanor, and a dedication to her education. Shes greatly improved her writing and reading skills. By her senior year, she secured the position of swim team captain with these qualities. On student government, she created a dance-a-thon fundraiser for breast cancer awareness. Throughout her time at Merrick High School, Anna has grown into a professional and capable young woman with enormous potential. I believe that her tenacious personality and hardworking attitude will drive her to success. I know she will continue to do great things, and I highly recommend her for your university. Please contact me if youd like any further details. Sincerely, Lindsey Stapleton(430)-220-3567LStapleton@merrick.eduPersonal recommendation from a friend example letterSubject Line: Personal Recommendation for Luke BarnesChristopher Kelly416 Memphis Ave. Denver CO, 80903(917)-829-4379Ckelly@gmail.comSeptember 4, 2020 To Whom It May Concern, I have known Luke Barnes as a close friend for the past twelve years. For the first five of those years, we were coworkers together at Lexington amp; West Bank. Over that time, I got to know Luke very well. Luke is one of the most considerate and kind-hearted people Ive ever met. Everybody loves to be around him, whether its in a work capacity or otherwise. Besides being an overall pleasant person, Luke uses his sociability and communication skills to be an outstanding leader to his co-workers and friends. For these reasons, I recommend Luke Barnes for this position wholeheartedly. I am positive that his work style and personality will exceed your company. If you have any other questions, please reach out. Sincerely, Christopher Kelly(917)-829-4379Ckelly@gmail.comPersonal reference letter from a coworker example letterSubject Line: Personal Recommendation for Tiffany Miller. I have had the privilege of working alongside Tiffany at XYZ Company for the past five years. I can attest to the outstanding qualities and contributions she had to our team. During our time working together, I observed Tiffany consistently demonstrating a strong work ethic, dedication, and a keen eye for detail. She is proactive in seeking solutions and always willing to go the extra mile to achieve results. One of her most impressive attributes is her ability to collaborate effectively with colleagues at any level. She has a natural talent for building positive and productive relations, fostering a positive and productive work environment, and promoting teamwork. I wholeheartedly recommend Tiffany for any future endeavors she may pursue. I have full confidence that Tiffany will make significant contributions and continue to excel in her career. If you require any further information, please dont hesitate to reach out to me at NickDay@gmail.com or at 123-456-7890. Sincerely, Nick DayNickDay@gmail.com or at 123-456-7890. Sincerely, Nick DayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDayNickDa Name] for the [Job Title] position at [organization/company/universitys name]. I have been [Referees First Name]s [your relationship to the referee] at [where you know them from]. During that time, I had experience working with [him/her/them] on [shared experience #1] and [shared experience #2]. During the years Ive known [Referees First Name] as a [position of referee relative to you], [he/she/they] demonstrated incredible [soft skill #2], and [soft skill #2], and [soft skill #2], and [soft skill #3]. [He/she/they] demonstrated incredible [soft skill #3]. eferees First Name], [he/she/they] has grown into a professional and capable individual with enormous potential. I believe that [his/her/them] to success. I know [he/she/they] will continue to do great things, and I highly recommend [him/her/them] for you [organization/company/university/etc.]. Please contact me if youd like any further details. Sincerely, [Your Full Name][Your F more tips to keep in mind when writing a personal reference letter: Be sure youre the right person to write the letter. The team requesting a personality characteristics. You must be very familiar with the person in order to provide this effectively. If your description of the candidate is vague and lackluster, this can actually work against the candidates and decrease their chances of securing a position. Its best practice to turn down writing a personal reference for someone who you dont know well enough to speak to their good qualities. Know the deadline. Theres likely an application deadline in place. Make sure you know when it is and that you have enough time to complete the letter by the deadline. If you think that you might not be able to finish the letter in time, urge the applicant to find another recommender, as opposed to waiting until the last minute and realizing you cant finish by the deadline. If you think that you might not be able to find another recommender, as opposed to waiting until the last minute and realizing you cant finish by the deadline. required deadline. Be honest. A personal reference letter for your student, friend, or co-worker is not the space for exaggeration or falsities. Regardless of the ethical concerns, a hiring manager or admissions counselor can sniff out when a referee is stretching the truth. This will reflect negatively on the applicant and lessen the recommenders credibility. You can still express your friend as an outstanding candidate, without going over the top. Focus on positive attributes. Everyone has their weaknesses but when sending or writing a reference for employment, its best to stick to the strengths. Be candid with your recommendation. If youre finding that the shortcomings of the applicant are outweighing their strong points, someone else in their network should probably be writing the recommendation. Keep it brief. A personal recommendation letter shouldnt be a full-length biography. Even though you have a lot of awesome things to say about the applicant, admission and hiring teams have a great deal of paperwork to go through for every candidate. The shorter and more straightforward your reference is, the more of an impact it will leave. Avoid getting too personal information. Dont include anything outside of the personality qualities and achievements that are relevant to the opportunity. Be polite and professional. While there are many possible reasons why a candidate might need a personal reference, all of them require a professional. While there are many possible reasons why a candidate might need a personal reference, all of them require a professional tone. recommendation for a friend. Avoid sounding too casual. It could come across as disreputable. Give specific examples. When showcasing the applicants skills, make sure that theres evidence to back it up. If youre saying that your student was hardworking, include an instance of when they went above and beyond on a project. If youre stating that your neighbor is very responsible, tell them about the time that she watched your children for the weekend while you were out of town. Giving specified examples shows the hiring committee that these are not just free-floating concepts. The candidate has shown these characteristics in their achievements. Focus on relevant information. Its easy to get into the positive personality traits of the person youre writing a recommendation for. While its beneficial to bring up these qualities, be careful not to get lost in irrelevant details. Some things that you may think are special about the candidate may not be helpful in the context of their new job. Be sure it makes sense. Cater the letter to the desired position. Tailoring your recommendation to the desired position of the candidate goes hand-in-hand with relevant information. Try to get as much information. Try to get as much information about the opportunity as possible from the applicant. Some qualities may be more relevant in a particular position. For example, it may not be relevant for the average job-seeker to include that they have a pet or love animals in their letter of recommendation. However, if the position directly involves animal care, such as a veterinarian or a dog trainer, it may be very valuable information. Consider the relevance of the traits youre including. Before writing a personal reference letter conversation with the person youre writing it for. Ask them what traits, skills, and experiences they like you to highlight. If its for a job application, go over the job description together. Keep an eye out for soft skills to start brainstorming ideas for what to write about. For example, if the job description says that the job requires interdepartmental collaboration, you could write about a time your friend organized a club or brought a team together. If youre writing a personal reference letter for admission to a school, look over the program details. See what kind of qualities the school values most based on its mission statement and its interactions with the public through social media. Arming yourself with knowledge about what the letters recipient wants to hear can make it much easier to start generating ideas for your personal reference letter. When a candidate doesnt have much work experience but still has the potential to be a great employee or student. For example, your letter could let a cautious employer know that the teenage neighbor who babysat for your kids is definitely responsible enough for hiring. It can also be an important part of the loan process when making a large purchase, such as a home. Before deciding how to ask someone to be your reference, you must figure out who to ask. People who can speak to these qualities in an enthusiastic character reference may include: Past teachers Clients Family-friend Coworker Guidance Counselor Anyone else who can effectively vouch for an applicants soft skills. who can write it are as wide as your social network. How to write a personal reference letter for someone? Before agree to write a personal reference letter for someone? Before agree to write them a recommendation. Being asked to write someone a personal reference letter is a task that shouldnt be taken lightly, as it can carry a lot of weight in application success. Writing a character reference for a childhood friend you havent seen since high school may come off as disingenuous and have a surprisingly negative impact. Its best to politely decline if you cant definitively speak to this personal references can have a lot of sway during a job search. Its best not to use anyone that might have personal bias and will say anything to help you get a job. You should ask past teachers, clients, or coworkers to be a personal reference as they can speak to your qualities and abilities to work. What happens if your reference doesnt answer? If your reference doesnt answer when a potential employer is doing a background check, it might reflect badly on you. It doesnt always mean you will lose your job offer. You should apologize to the hiring manager and provide another reference ASAP. If you dont have another reference end see why they didnt answer. Chances are they just havent had time to respond to their messages. Have them contact the hiring manager ASAP. What do you write in a personal reference letter? You should include an explanation of your relationship to the candidate and how long youve known them when writing a personal reference letter. You should also write any positive personal qualities with specific examples. Some examples of these qualities with specific examples of these qualities with specific examples. with your official recommendation and try to relate the qualities youve covered to the specific position the applicant is going for. References a reference provided by someone who knows you personally, as opposed to a professional or academic reference. Personal references are often used to confirm things about your character and your personal history, rather than your work history or qualifications. They can be useful for employers because they can give them a more well-rounded picture of the person theyre considering hiring. If youve been asked to find a personal reference, consider asking a friend, neighbor, or family member who can attest to your character. An employer will usually ask for both professional and personality to your potential employer. Here is the difference between professional and personal references are people who can speak to your work ethic and qualifications. Personal references are people who can speak to your work in a professional setting, they need to be someone you have worked with Preferably, it will be a former boss or line manager. Professional references need to speak more holistically about your character. So, they may have worked with you in a professional setting but they more often just know you outside of a professional setting. you Know A MentorA Teacher or Nurse you Know A Businessperson you Know Family Friends A Religious Leader A Sports CoachA Youth Group Leader Your Doctor A Neighbor Your Landlord A Friends Parents If you have been asked to provide a personal reference, consider whether you can truly vouch for that persons character. If so, then you might consider including some of the following details. How Long you have Known the Person The employer will want to know how long you have known the person, as the longevity of a relationship can be a good indicator that the person. How you Know the verson can sustain positive relationship can be a good indicator that the person. Person This is important because it will help the potential employer understand whether youre a qualified reference. For example, if you only know them as a casual acquaintance, your reference if I can honestly attest to the persons values and integrity. If you cant be honest in your praise, consider passing up the opportunity to act as a personal reference would greatly appreciate you including an example of a time when the person demonstrated their character. Furthermore, it can come across as a genuine, high-quality, and thoughtful reference that the future employer would appreciate. Below are 25 Personal Reference Samples. Carl is a patient man who is always willing to lend a listening ear. Ive known him for seven years, and in that time he has never once lost his temper or raised his voice in anger. He is the preacher at my church, and he has a way of making even the most complex theological concepts easy to understand. Jordan has been the janitor at my workplace, and his passion for helping others is evident in everything he does. I highly recommend Carl for any position he may be interested in; he is sure to be an asset to any team. Thank you for taking the time to consider him. It is with pleasure that I write this letter of reference for Ahmed. I have always been impressed by his work ethic. He is a hard worker who is always willing to go the extra mile. Ahmed is also a very reliable person. Gemma is a former colleague of mine. We have known each other for 3 years. The one things right the first time. This attention to detail has served her well in her personal life and career. Gemma would be an excellent addition to any team, and I highly recommend her. I have known Jessica for over 10 years. We went to college together and have been good friends since then. I know her to be an honest, reliable, and trustworthy person. I have had the pleasure of knowing Charlie for two years, during which time we have served together as volunteer firefighters. In that capacity, I have seen firsthand Charlies compassion for others. He is always quick to lend a hand, whether its helping a fellow firefighter with an equipment issue or providing comfort to a family who has lost their home in a fire. Charlies calm demeanor and willingness to help are truly admirable. I have known John for 5 years as he is my neighbor. He is always willing to help me out and is always friendly and polite. I know him to be an honest and upstanding person. I have known Sarah for 3 years as she is my daughters best friend. I have known him to be an honest and upstanding person. I have known Sarah for 3 years as she is my daughter and other children and she is always friendly and polite. person. I have known Alex for 2 years as he is my sons baseball coach. He is always positive and encouraging, and my son has really benefited from his coaching. I know him to be a responsible and reliable person. I have known Jane for 1 year as she is a member of my book club. She is always well-informed and has interesting insights to share. I know her to be an intelligent and articulate person. I have known Mike for 1 year as he is the manager of my local gym. He is always friendly and helpful, and I know him to be a reliable and trustworthy person. I very rarely give personal references, but I will make an exception for Liz. She is one of the kindest people I know. People always underestimate her, but I know who she really is a person with incredible determination and an uncanny ability to beat the odds to acheive her absolute best. I first met Michelle when she was dogsitting for us when we travelled to Costa Rica. She took great care for our animals, for which we will always be grateful. Id more than happily have her do it for us again. know her to be very trustworthy and reliable. I have known Caroline for 2 weeks as she is the new nanny for my children. She is always cheerful and patient, and I know him to be a honest and upstanding person. 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Whether it is training for competition or simply striving to improve her personal best, Jacinta is always putting in the extra effort to reach her goals. Sam and I are swim partners. He is truly dedicated to swimming and this dedication has helped him to achieve great things in his swimming career, and I have no doubt that it will continue to serve him well in whatever endeavours he pursues in the future. I am confident that Sam will be an excellent addition to any team or organisation, and I wholeheartedly recommend him. As you can see, personal references can come from a variety of people who know you in different ways. The important thing is that they can attest to your character and speak to your positive qualifications. They can be useful for employers because they can give them a more well-rounded picture of the person and their behaviors and attitude. When asking someone to be your personal reference, make sure to give them a heads up so they know what to expect. And, be sure to thank them afterward! They have done you a great favor. GettyA reference letter, or letter of recommendation, is a testimony to a person's potential for success. A reference letter may inform the reader of a person's career, academic, of ethical strengths. Reference letters generally provide honest, professional opinions about an individual based on known facts and the writer's personal observations. A positive reference letter for employment purposes cites specific qualities that relate to the position being sought. For example, a reference for a sales position may underscore the applicant's ability to work well with people and communicate in a convincing and persuasive manner. An applicant applying for a position in a corporate environment, such as a bank, may benefit from a reference stating he is organized, responsible, and presents himself in a professional manner. An applicant applying for a position in a communicate in a convincing and persuasive manner. recommend Jane Doe for the nanny position you advertised. She is exceptionally mature, reliable and dependable. Last year, Jane looked after my twin boys who are quite energetic, to say the least. Jane has a wonderful nurturing personality, and she is good at setting appropriate limits. Students commonly obtain recommendations from educators to verify their scholastic accomplishments. For example, a college professor may recommend a student for medical school admission with a letter discussing her exemplary grades. Teachers and professors can also offer help by detailing the effectiveness of a student's written and oral communication skills. It is also worthy to highlight such things as a student's class participation, her ability to meet assignment deadlines, and her good attendance record. Article continues below this adIt is a pleasure to write this letter of recommendation for science, as evidenced by his perfect grades in leccture and lab. John's research papers are meticulous and provocative. I think you will agree that John has great potential as a scientific research papers are meticulous and provocative. I think you will agree that John has great potential as a scientific research papers are meticulous and provocative. I think you will agree that John has great potential as a scientific research papers are meticulous and provocative. I think you will agree that John has great potential as a scientific research papers are meticulous and provocative. law enforcement officers or teachers, may require character and fitness recommendations. Reference letters can attest to a person's good character by including information about her willingness to help co-workers, perform charity work, and give examples that support an overall track record of good behavior. Article continues below this adI am happy to vouch for the impeccable character of John Doe who has applied to be a camp counselor with your organization. As John's pastor, I am well acquainted with John and his family. John is a popular leader of youth group, and he organizes volunteer projects to help elderly parishioners. People writing reference letters should provide brief introductions regarding their credentials and describe their relationship to the parties they are endorsing. For example, a supervisor may recommend an employee for a promotion. The supervisor should incorporate information such as her title, the length of time she supervised the applicant, and the type of interaction she has with the party. Such information ensures the recommending party possesses the qualifications to submit a reliable reference. Article continues below this adIn my role as head graphics designer for the Widget company, I directly supervised Joe Doe when he completed a nine month internship in our department. In addition to being extraordinarily talented in design, Joe was a fast learner and an energetic team player. A personal reference is a reference provided by someone who knows you personally, as opposed to a professional or academic reference. Personal references are often used to confirm things about your character and your personal reference provided by someone who knows you personal reference. useful for employers because they can give them a more well-rounded picture of the personal reference, considering hiring. If youve been asked to find a personal reference, consider asking a friend, neighbor, or family member who can attest to your character. An employer will usually ask for both professional and personal references when they are considering you for a position. Each type of references are people who can attest to your work ethic and qualifications. Personal references are people who can speak to your character Because a professional reference needs to be able to attest to your work in a professional setting, they meed to be someone you have worked with. Preferably, it will be a former boss or line manager. Professional setting but they more boss or line manager. often just know you outside of a professional setting. Co-Workers Longtime Friends A Religious Leader A Sports CoachA Youth Group Leader Your Doctor A Neighbor Your Landlord A Friends Parents If you have been asked to provide a personal reference, consider whether you can truly vouch for that persons character. If so, then you might consider including some of the following details. How Long you have Known the Person The employer will want to know how long you have known the person, as the longevity of a relationship can be a good indicator that the person can sustain positive relationships. It also adds credibility to your assessment of the person. How you Know the Person. How you Know the Person This is important because it will help the potential employer understand whether youre a qualified reference. For example, if you only know the mass a casual acquaintance, your reference might not hold as much weight. An Honest Assessment of their Personality Generally, I only agree to give a personal reference if I can honestly attest to the persons values and integrity. If you cant be honest in your praise, consider passing up the opportunity to act as a personal reference. Examples of the Persons character in Action The person asking for the reference would greatly appreciate you including an example of a time when the person demonstrated their character. Furthermore, it can come across as a genuine, high-quality, and thoughtful reference that the future employer would appreciate. Below are 25 Personal Reference Samples. Carl is a patient man who is always willing to lend a listening ear. Ive known him for seven years, and in that time he has never once lost his temper or raised his voice in anger. He is the preacher at my church, and he has a way of making even the most complex theological concepts easy to get anger. He is always looking for new ways to get to know people around the workplace, and his passion for helping others is evident in everything he does. I highly recommend Carl for any position he may be interested in; he is sure to be an asset to any team. Thank you for taking the time to consider him. It is with pleasure that I write this letter of reference for Ahmed. I have known him for 12 years, and he is a family friend. In that time, I have always been impressed by his work ethic. He is a hard worker who is always on time. We have known each other for 3 years. The one thing I am most impressed by with Gemma is that she is always on time. and takes great care to do things right the first time. This attention to detail has served her well in her personal life and career. Gemma would be an excellent addition to any team, and I highly recommend her. I have known Jessica for over 10 years. We went to college together and have been good friends since then. I know her to be an honest reliable, and trustworthy person. I have had the pleasure of knowing Charlie for two years, during which time we have served together as volunteer firefighters. In that capacity, I have seen firsthand Charlies compassion for others. He is always quick to lend a hand, whether its helping a fellow firefighter with an equipment issue or providing comfort to a family who has lost their home in a fire. Charlies calm demeanor and willingness to help me out and is always friendly and polite. 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Each type of reference will reveal different parts of your personality to your potential employer. Here is the difference between professional references are people who can attest to your character. Because a professional reference needs to be able to attest to your work in a professional setting, they need to be someone you have worked with. Preferably, it will be a former boss or line manager. Professional setting but they more often just know you outside of a professional setting. Co-Workers Longtime Friends People you Volunteered With A Police Officer or Firefighter you Know A MentorA Teacher or Nurse you Know A Businessperson you Know personal reference, consider whether you can truly vouch for that persons character. If so, then you might consider including some of the following details. How Long you have known the person, as the longevity of a relationship can be a good indicator that the person can sustain positive relationships. 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What should you say in a personal reference. What to say in a personal reference. How to write a personal ref. What do you say in a personal reference letter. What do you say in a personal reference.