



Personal Recommendation Letter Template

Salutation

When writing a personal recommendation letter, include a salutation (Dear Dr. Joyner, Dear Ms. Merrill, etc.). If you are writing a general letter, say "To Whom it May Concern" or simply don't include a salutation and start with the first paragraph of the letter.

Paragraph 1

The first paragraph of the personal recommendation letter explains how you know the person you are recommending and why you are qualified to write a recommendation letter to recommend employment or graduate school. With a personal letter, you are writing a recommendation simply because you know the person and their character.

Paragraph 2

The second paragraph of a recommendation letter contains specific information on the person you are writing about, including why they are qualified, what they can contribute, and why you are providing a reference letter. If necessary, use more than one paragraph to provide details.

Paragraph 3

When writing a specific letter referring a candidate for a particular job opening, the recommendation letter will include information on how the person's skills match the position they are applying for.

Summary

This section of the recommendation letter contains a brief summary of why you are recommending the person. State that you "highly recommend" the person or you "recommend without reservation" or something similar.

Conclusion

The concluding paragraph of the recommendation letter contains an offer to provide more information. Include a phone number within the paragraph, include the phone number and email address in the return address section of your letter, or in your signature.

Sincerely,

Your Name

Title



Sample Character Reference Letter

To Whom it May Concern:

I have had the pleasure of knowing Katherine Kingston for eight years. During the years of our acquaintance, I have known Katherine in many capacities. She has been my Mother's Helper since the birth of my first child five years ago. Her responsibilities in that capacity have grown with the activity level of a now pre-schooler, and the addition of another child, now a toddler.

She has also been my riding student, and assisted me with the many tasks required to run a thoroughbred breeding facility. She has spent several summers working on the farm, as well as time during school vacations, after school, and weekends.

Katherine is an intelligent, capable, dedicated, and personable young woman. She is always quick on her feet, with sensible reactions in all the circumstances I've seen her in. I feel confident in saying that she is capable of handling any situation with thoughtfulness and maturity.

Jill Johnson



Sample character reference letter written by an acquaintance, rather than an employer:

To Whom it May Concern:

I have known Jane Doe in a variety of capacities for many years. She has been my daughter's riding instructor for the past several years. In addition, she is my partner in a small business where she is responsible for writing and editing articles and website content.

Jane is organized, efficient, extremely competent, and has an excellent rapport with people of all ages. Her communication skills, both written and verbal, are excellent.

In summary, I highly recommend Jane for any position or endeavor that she may seek to pursue. She will be a valuable asset for any organization.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Personal Employment Reference Letter

To Whom it May Concern,

As a nanny to my eight-year-old twins for the past three years, Heather Pleat has proven herself to be a remarkably responsible, confident young woman.

I am amazed at the ease with which Heather can fulfill a variety of tasks. She has worked for me not only as a nanny, but also a tutor to my children and a housekeeper. She even finds time to volunteer at a local day care for single mothers. Not once have I seen Heather become overwhelmed by a given task or assignment.

I am confident that Heather's intelligence and maturity will be great assets in any organization. Please do not hesitate to contact me with any questions.

Sincerely, Janet Monroe
(555) 555-5555



Sample Personal Reference Letter

I am writing to recommend Ariel Jones for a position with the Town of Smithtown. I have known Ariel since she was a child and she is a highly qualified candidate for a position in town government. She has lived in Smithtown for most of her life, she is involved in her local community, her church, and her children's schools.

Ariel has shown her commitment to the town as a Member of the Board of Appeals, and as an active participant in many community endeavors.

Ariel would be a tremendous asset to the town and I recommend her to you without reservation. If you have any questions, please do not hesitate to contact me.

Mary Smith

Sample Academic Reference for a Student

Dear Ms. Jones:

I am writing this reference at the request of Katie Kingston who is applying for the Summer Communications Program at XYZ University.

I have known Katie for two years in my capacity as a teacher at Smithtown Middle School. Katie took English and Spanish from me and earned superior grades in those classes. Based on Katie's grades, attendance and class participation, I'd rate Katie's academic performance in my class as superior.

In conclusion, I would highly recommend Katie Kingston for this academic program. If her performance in my class is any indication of how she will succeed, Katie will be a positive addition to the program. If you should need any additional information you can feel free to contact me at 555-5555 or by email at email@email.com anytime.

Sincerely,

Susan Samuels
Teacher, Smithtown Middle School

Sample Academic Reference for a Student

To Whom it May Concern:

I have had the pleasure of knowing Katherine Kingston for eight years. During the years of our acquaintance, I have known Katherine in many capacities. She has been my Mother's Helper since the birth of my first child five years ago. Her responsibilities in that capacity have grown with the activity level of a now preschooler, and the addition of another child, now a toddler.

Katherine has also been involved with a variety of tasks at my retail business, a specialty shop fitting women for mastectomy, compression, maternity, and nursing products. Her experiences have included working on inventories, our newsletter, mailing list, and web design, as well as customer interface.

Katherine is an intelligent, capable, and personable young woman. She is always quick on her feet, with sensible reactions in all the circumstances I've seen her in. I feel confident in saying that she is capable of handling any situation with thoughtfulness and maturity.

Jill Johnson

Reference Letter Sample - Employment Sample Reference Letter from a Previous Employer

To Whom it May Concern:

I highly recommend Jane Doe as a candidate for employment. Jane was employed by Company Name as an Administrative Assistant from 2002 - 2005. Jane was responsible for office support including word processing, scheduling appointments and creating brochures, newsletters, and other office literature.

Jane has excellent communication skills. In addition, she is extremely organized, reliable and computer literate. Jane can work independently and is able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her. Jane was quick to volunteer to assist in other areas of company operations, as well.

Jane would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to her background or qualifications, please do not hesitate to call me.

Sincerely, John Smith
Title
Company

Sample Reference Letter from Manager

More [reference letter samples](#).

I have known John Smith for the past year while he has worked as an Accounting Assistant in the Company Accounting Office. I have been consistently impressed by both John's attitude towards his work and his performance on the job. His interpersonal and communication skills have allowed him to develop productive working relationships with both our clients and our staff. John has the listening and interviewing skills necessary to extract information from our clientele while performing financial assessments.

John possesses solid writing skills which have enabled him to compose quality correspondence. He also has the analytical skills to diagnose problems and devise viable solutions. His ability to remain unflustered during frenzied periods like tax season proves his ability to work well under pressure.

I recommend him for employment without reservation. Please let me know if you need further information.

Jane Doe
Title
Company, Address, Phone, Email