**Character Reference Sample**

Address, City, ST, Zip | Phone # | email address

January 18th, 20XX

Mr. Erik Epiciano

Owner & Manager

Italian Pasta House

123 Company Address

Los Angeles, CA, 90005

Dear Mr. Epiciano,

I couldn’t be happier to recommend my close personal friend, Bianca Jones, for the open wait staff position at the Italian Pasta House. I have known Bianca for 8 years and can confidently say that she is a person of impeccable character.

Ever since we first met, Bianca’s incredible friendliness and interpersonal skills have always impressed me. I remember one instance in particular when she accidentally bumped into an angry man who subsequently began spouting curses at her. She utilized her exceptional ability to remain calm in the face of confrontation to diffuse the situation with a warm smile and a sincere apology.

More importantly, everyone who interacts with Bianca is always blown away by her selfless, kind, and warm-hearted nature. Whenever there is any need for volunteers in our town, Bianca always enthusiastically signs up without the slightest hesitation, eager to help in any way she can.

It is truly a privilege and an honor to be considered Bianca’s friend and I wholeheartedly recommend her for this position. I assure you that her commitment to her professional career, as well as her high moral values are without question. I have no doubt she will make a strong addition to your team. Please feel free to contact me if you have any questions.

Sincerely,

Your Signature

Your Name