Blue Haven College

Blue Haven, MA.

(123) 555-1234

kdavis@university.edu

May 8, 2013

Dear Mrs. Amelia Brown,

Regarding your character reference request for Amanda Jones on April 22, I am delighted to oblige and inform you of her spectacular performance in my classroom. Ms. Jones has taken three different courses with me over the span of her four-year college stay, and every minute with her has been a joy. I have also acted as an academic advisor for Ms. Jones and have visited with her one-on-one many times, so I can safely say that I have a very firm grasp on Amanda’s personality, ethics, and work habits. I hope that this reference expresses the trust I have in the abilities of Ms. Jones to fulfill the duties of employment within your company.

Amanda has shown herself to be an honest, hard-working, and personable individual. I am confident that she would be a valuable asset to any organization, because she was such an asset in my classrooms. Amanda was an active participant in all classroom discussions and activities, encouraging an environment of inclusion for all other students as well. She was adept at fostering healthy discourse in small groups of peers as well as effortlessly capturing the attention of larger groups.

In addition to her school work, Amanda worked with volunteer organizations outside of the school setting. She has proven herself to be a gentle and selfless individual when it comes to matters of social justice and is an expert at efficiently managing her time so she can be a part of all of these various communities.

In conclusion, I believe that Ms. Jones is an exemplary human being with the brain power, personality, and heart necessary to succeed in any setting. Thank you for your time and consideration of this wonderful young woman.

Sincerely,

Professor Katherine Davis

Blue Haven College