Sample Letters for Character References

For sister- Problem solver, committed

To Whom It May Concern,

I felt quite honored when my sister Barbara Jacobs asked me to write a reference letter for her.

In addition to raising a family and being a good wife, daughter and sister, Barbara has always found time to get involved in life around her. Unlike many people these days, whenever she adopts a cause or pursues a new interest she is guaranteed to be highly committed.

Barbara is only six years older than I, but in terms of the influence she’s had on my life she might as well have been my mother. She was an honors student in high school and studied Spanish for five years. As a thirteen year old, I often went with her to a special program run by our church that helped Hispanic immigrants learn to speak English. I watched Barbara take a deep interest in the lives of many of the people there. Sometimes she would bring me home, only to go back and spend additional hours helping old and young alike with their personal problems. By example, Barbara taught me not only the value of helping others, but the importance of loyalty and commitment.

Barbara is also a problem solver. Much thought goes into the things Barbara does, and she has an unusual ability to notice what others overlook.

I remember one Christmas her women’s club took gifts of food to families in need. Noticing that a number of the families had been referred by the free clinic, she checked for cases of diabetes. She found that several families had diabetics in them. So she carefully replaced all high sugar foods with fresh fruits and vegetables- items she purchased herself.

I could continue with descriptions of Barbara’s many other good qualities- her work ethic, her energy, and her creativeness to name three. Instead I would simply like to say how much I think of Barbara and how strongly I recommend her for any task that requires problem solving and a high level of commitment.

Sincerely,

Doris Martin