

Dear [Name of Potential Referee],

I hope you are having a good week.

I am currently applying for my first job as a [Job Title] at [Company Name]. As I am just starting my professional career, I am looking for a character reference who can speak to my work ethic, reliability, and personality.

Because of our time working together at [School/Volunteer Org/Club], I was wondering if you would be comfortable providing a character reference for me. I believe your perspective on my [mention a specific skill, e.g., leadership or teamwork] would be very helpful to my application.

I have attached my current resume for your reference. Please let me know if you are willing to do this, and I will provide you with the contact details or the link for the recommendation form.

Thank you for your time and for all your support.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]