

Dear Sir or Madam,

I am pleased to write a reference regarding the personal and professional character of **Anna**, who is looking for **her** first job.

I am **Anna's {relation}** and I have known **her** for **{number}** years. While **She** has never had an official job before, **she** has displayed the sort of professional, dedicated behavior that every employer prizes in employees. At my **{school, church, camp, etc.}** I have seen **her** perform duties such as **{duties}** cheerfully, thoroughly, and often of **her** own initiative.

Although **Anna** is seeking **her** first job, **she** has still been heavily involved in community service, clubs and sports. **She** is **{in 4-H, captain of the football team, organizing a writing group, directing a choir etc.}** on top of **her** schooling.

Anna has always been great at juggling multiple projects. **She** has maintained a **{GPA}** GPA while participating in **{activities}**. I cannot promote **her** highly enough for this position.

Thank you for your consideration,

{Sender}