Character reference templateDear sir/madam (or their name if you have it),I am pleased to write this character reference for **[NAME],** on behalf of their application to your customer service assistant role.**[NAME]** was a student of mine for over five years, and in that time I was able to watch **[HIM/HER]** grow into a confident, polite, and outgoing individual.**[HE’S/SHE’S]** demonstrated a high level of dedication and enthusiasm on various occasions, both in terms of their academic studies and in their extracurricular activities, such as drama and dance.**[NAME]** is also an extremely goal driven person, who has always shown an ability to meet deadlines promptly, submitting work that frequently exceeds expectations.Therefore, I am confident that **[HE/SHE]** will be able to show the same level of commitment and professionalism in **[HIS/HER]** their work.Please feel free to get in touch with me if you have any further questions.Yours faithfully (or sincerely if you know their name),**[YOUR NAME]**