## Career Roadmap Guide Engineers

(A One Stop Solution For All Engineering Professionals)

Important H.R Interview Question

Confronting Office Politics

Effective Study Skills

Drafting

All about Scholarship Opportunities

Engr. Junaid Shaikh (Author) Dr. B. S. Chowdhry (Editor) C.V & Cover Letter Writing

Engineering Profession

Engineering Carver Planning

Project Management

Engineering Facto

Important Web Links on Jub Opportunities

Job Searching Skills & Technic

## **CHARACTER REFERENCE LETTER**

## SAMPLE

## TO WHOM IT MAY CONCERN

I have had the pleasure of knowing Mr./Ms. "Z" for eight years. During the years of our acquaintance, I have known "Z" in many capacities. He/she has been very sincere & helping hand to everyone.

"Z" has also been involved with a variety of tasks at my personal business. He / She is good at doing multiple tasks. His/her experiences with me have included working on inventories, our newsletter, mailing list, web designing, technical writing & making feasibilities as well as customer interface.

"Z" is an intelligent, capable, and personable young man/woman. He/she is always quick on his/her feet, with sensible reactions in all the circumstances I've seen him/her in. I feel confident in saying that he/she is capable of handling any situation with thoughtfulness and maturity.

Sincerely,

(NAME OF REFERRER) (NAME OF ORGANIZATION)