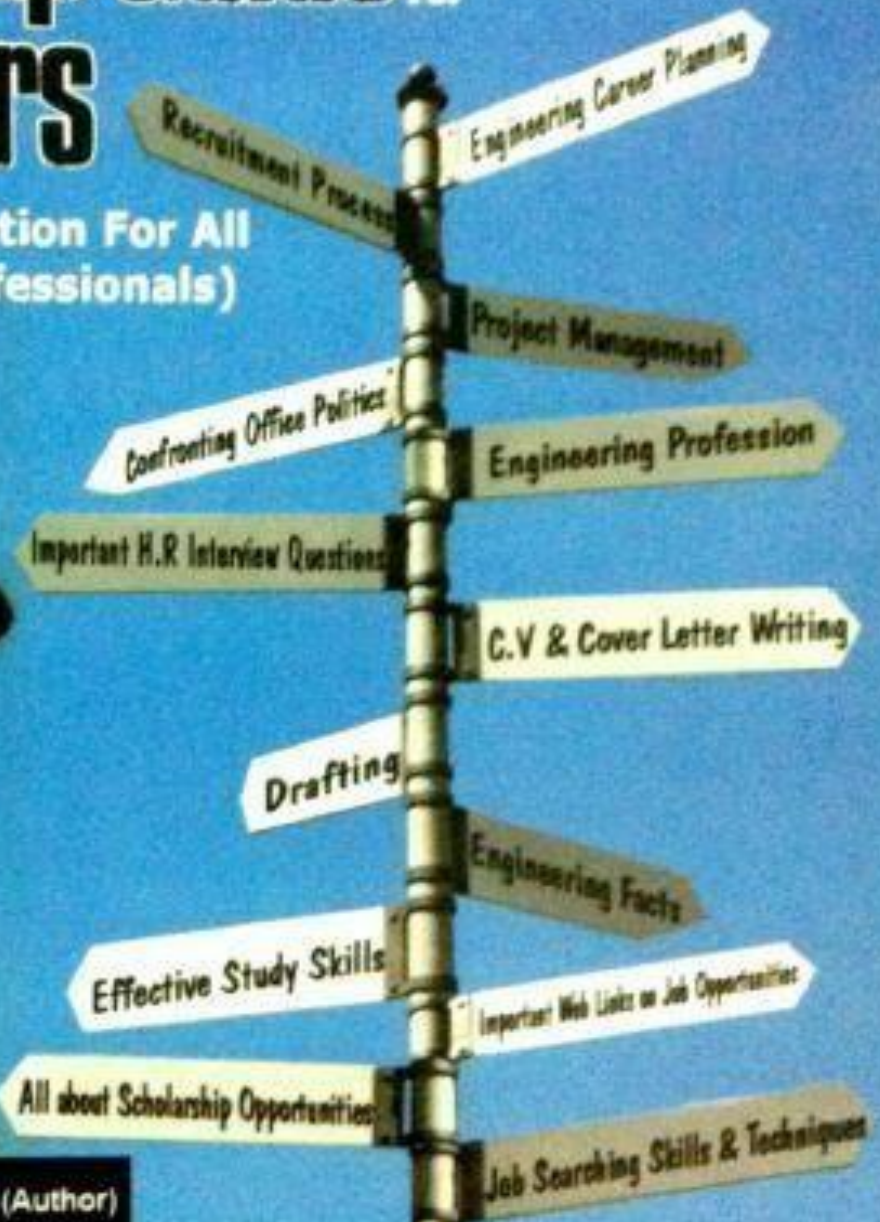


Career Roadmap Guide for Engineers

(A One Stop Solution For All Engineering Professionals)



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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)