

## Personal Reference Letter

A personal reference letter, also known as a character reference letter, is written by someone who knows the individual well on a personal level and can speak to their character, personality, and personal qualities. The writer is usually someone who has had a close, non-work-related relationship with the person. Common writers of personal reference letters include:

- **Friends:** A long-time friend who can vouch for the individual's integrity, kindness, and reliability.
- **Mentors:** A mentor who has guided the individual in personal growth or development outside of a professional setting.
- **Community Members:** Someone from a community organization, volunteer group, or place of worship who knows the individual through shared activities or community service.
- **Neighbors:** A neighbor who has known the individual for a significant period and can attest to their character in daily life.

## Professional Reference Letter

A professional reference letter is written by someone who knows the individual in a work or academic context and can speak to their skills, work ethic, and professional achievements. The writer is typically someone who has had a supervisory or collaborative relationship with the person. Common writers of professional reference letters include:

- **Supervisors or Managers:** A current or former supervisor who can discuss the individual's job performance, responsibilities, and professional behavior.
- **Colleagues or Coworkers:** A coworker who has worked closely with the individual and can speak to their teamwork, reliability, and professional interactions.
- **Clients or Business Partners:** A client or business partner who has had a positive experience working with the individual and can provide insight into their professional skills and customer service.
- **Professors or Academic Advisors:** In academic settings, a professor or advisor who can discuss the individual's academic achievements, research capabilities, and potential for future success.