

Reference Letter for Friend Sample

September 05, 2022
Joffrey Jones,
Address

Dear Mr. Ahluwalia,

I am pleased to write this reference letter for my childhood friend, Abhishek Jain, who, I learned, has applied for a job in the post of a marketing manager at your organization. It's a privilege for me to endorse someone so close to me, and would try my best to help you with my knowledge about Mr. Jain.

Abhishek and I live in the same colony over the last couple of decades. I have seen him mature as a man of sound virtues over the years. Although we are in different industries, myself working as a doctor and he as a marketing expert, we have always been as close as ever. I have observed that Abhishek is highly motivated in his career as a marketing professional, as evident through his discussions with me during the weekends. He's confident in his abilities, and is working diligently to scale up the professional hierarchy.

Moreover, Abhishek's experience in the marketing field over the last six years makes him an ideal candidate for this post. Particularly, I appreciate his socializing skills, and his ability to initiate conversations which proves vital in the field of marketing. Particularly, I would mention an incident where the lack of leadership was preventing the fitness studio in our society to get a makeover. It was Abhishek who took the initiative and looped in all the concerned heads before strategizing the plan.

In the past, we have volunteered together for social and healthcare causes in our society too. His ability to coordinate teams, lead them from the front, and elicit the best potential from the members make him good at administration. I believe that the profile of a marketing manager calls for substantial organizational skills as well. Therefore, I would like to endorse my friend for the vacancy at your organization. I would be pleased to furnish any further information for your convenience that would help Mr. Jain qualify for the post he's so keen to work in. You can reach out to me over the phone at or email me at

Best regards,
Joffrey Jones