

October 13, 2022

To Whom It May Concern,

It is with great pleasure that I write this character reference letter for Ms. Jane Johnson. I have known Ms. Johnson for nearly 12 years now and I consider her to be a very close friend. We initially met while we were both servers at Generic Restaurant in 2010. The first thing that stood out about her was her strong work ethic and professional drive. I found myself inspired and motivated watching her work double shifts, weekends, and holidays, always with a positive attitude and a warm smile.

She's always had great people skills, evident by the regular guests who requested her section every time they came in to dine. Ms. Johnson also proved to be very dependable when it came to covering shifts not just for myself, but many of our coworkers as well. Her drive and determination continue to impress me as she now serves as district manager of Generic Restaurant after being in the industry for over a decade.

Outside of work, Ms. Johnson is dedicated to making a positive impact in our community by volunteering regularly with Meals on Wheels as well as our local soup kitchen. Her compassion and kindness towards those struggling with food security is felt by many throughout our community. There is no doubt in my mind that Ms. Johnson is a wonderful example of drive, dedication, compassion, and service and it's through these admirable attributes that she is able to inspire and motivate everyone around her.

I hope that this letter has been able to paint an overall picture of the type of person Ms. Johnson is; someone who is hardworking, driven, compassionate, kind, and dedicated to being of service to those around her and her community at large. Should there be a need, I am happy to provide additional information.

Sincerely,

John Smith

IT Manager at Tech Company

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