

# Job Application Reference for Scholarship

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Name], who is applying for the [Scholarship Name]. I had the pleasure of working with [him/her/them] at [Company/Organization Name] from [Start Date] to [End Date], where [he/she/they] held the position of [Job Title].

[Applicant's Name] demonstrated exceptional skills in [describe specific skills or qualities relevant to the scholarship]. [He/She/They] consistently [describe positive outcomes or contributions].

I wholeheartedly support [Applicant's Name]'s application for this scholarship, as I am confident that [he/she/they] will utilize this opportunity to further excel in [his/her/their] academic and professional pursuits.

Thank you for considering this reference. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Job Title]  
[Company/Organization Name]