

CHARACTER REFERENCE LETTER GUIDELINES

All prospective volunteers are required to provide at least two (2) character references, written within the preceding twelve (12) months, as part of the application process. Spiritual Support Volunteer applicants must also submit at least one letter of support from their faith leader. These guidelines can be used to help you determine who would be a good reference for you. You may also provide this handout to your references to aid them in writing your character reference letter.

- Friends, neighbors, members of church or social groups you have belonged to, a former or present teacher or employer, current Enloe employees or volunteers are all suitable candidates for these references.
- References cannot be from a relative, family member or significant other, roommate, or someone residing at your residence.
- Reference letters are required to complete the application.

Letters: Character reference letters should be obtained from two people who are familiar with the personal and/or professional characteristics of the applicant. These letters help us to get to know the applicant better. They speak to the character and suitability of the applicant as a volunteer in a healthcare setting.

Consider providing your references with information about the specific volunteer opportunity for which you are applying; this may be helpful in directing the letter writer in their comments. Additional topics your reference may want to include in his/her/their letter include:

Personal characteristics (Comments that refer to personality and values)

Trustworthiness
Commitment
Reliability
Caring
Compassion

Professional characteristics (Comments that refer to professional skills and work ethic)

Service-orientation
Ability to work with people
Ability to work in a fast-paced environment
Ability to follow directions

Job Fit characteristics (Comments that refer to aspects desirable for a specific volunteer role)

Qualities, ability, or skills
Experience
Education