

Reference Letter Example: Personalized Endorsement for Internship

Date: [Insert Date]

To Whom It May Concern,

I am delighted to write this letter of recommendation for **[Candidate's Name]** in support of their application for an internship position at your esteemed organization. As **[your relationship, e.g., Professor, Supervisor]** at **[Institution or Company Name]** for the past **[duration]**, I have had the privilege of closely observing [Candidate's Name]'s academic achievements, strong work ethic, and exemplary interpersonal skills.

During their tenure with us, [Candidate's Name] consistently demonstrated a commitment to excellence and an unyielding drive to expand their knowledge and skills. Notably, [he/she/they] excelled in **[specific courses, projects, or tasks]**, where [he/she/they] displayed remarkable analytical and problem-solving abilities. [Candidate's Name]'s attention to detail, creativity, and ability to collaborate well within diverse teams made [him/her/them] an invaluable contributor in both classroom and extracurricular environments.

One particular instance that stands out is when [describe a specific situation or project where the candidate's initiative, leadership, or special skills were evident]. This experience showcased [Candidate's Name]'s readiness to tackle new challenges and think outside the box-qualities that are undoubtedly vital for success in an internship.

Apart from academic accomplishments, [Candidate's Name] also possesses exceptional communication and organizational skills. [He/She/They] is respectful, reliable, and always eager to take on responsibilities-traits greatly valued in a professional setting.

I am confident that [Candidate's Name] will be a tremendous asset to your team and will excel as an intern at your organization. I highly recommend [him/her/them] without reservation for this opportunity.

Please feel free to contact me at **[Your Email Address]** or **[Phone Number]** if you require any additional information.

Sincerely,

[Your Name]

[Your Title/Position]

[Institution/Company Name]