

Job Reference Letter Sample for Applicant with Internship Experience

[Your Name]
[Your Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to write this reference letter on behalf of **[Applicant's Name]**, who interned with us at **[Company/Organization Name]** during the period of **[start date]** to **[end date]**. Although [Applicant's Name] has yet to accumulate formal job experience beyond internships, I am confident that their skills, work ethic, and growth during their internship demonstrate their promise and suitability for future employment.

During their time with us, [Applicant's Name] was assigned to the **[department or team]** where they were responsible for **[brief description of duties, e.g., supporting project work, conducting research, assisting with client communications, etc.]**. They approached every task with professionalism, diligence, and a strong willingness to learn. Notably, [Applicant's Name] successfully **[describe a significant project, responsibility, or achievement accomplished during the internship]**, which had a positive impact on our team's outcomes.

[Applicant's Name] quickly adapted to our dynamic work environment and established positive working relationships with colleagues and supervisors alike. Their ability to communicate clearly, accept feedback constructively, and contribute proactively made them a valued member of our team. They consistently met deadlines and went above and beyond expectations, demonstrating a strong sense of responsibility and initiative.

I am confident that [Applicant's Name] possesses the foundational skills, adaptability, and motivation necessary to excel in their future career. I highly recommend them for any entry-level position and believe they will be a valuable asset to your organization.

If you require any additional information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,
[Your Name]
[Your Position]
[Company/Organization Name]