

# Sample Recommendation Letter for Internship Application

## Faculty Advisor Reference

[Your Name]  
[Your Title/Position]  
[Department Name]  
[University Name]  
[University Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient Name],

I am pleased to write this letter in strong support of **[Student Name]**'s application for the internship position at **[Company/Organization Name]**. As **[Student Name]**'s faculty advisor and professor in the Department of **[Department Name]** at **[University Name]**, I have had the privilege of working closely with for the past **[duration]**. During this period, I have been thoroughly impressed by academic performance, commitment, and personal qualities.

**[Student Name]** consistently demonstrates a high degree of intellectual curiosity, analytical skills, and motivation. ranked in the top **[X%]** of class and excelled in challenging coursework such as **[relevant courses]**. Beyond the classroom, actively participated in **[student organizations/research projects]**, showing initiative and a strong drive for practical learning.

Notably, **[Student Name]** possesses excellent communication and teamwork abilities. works exceptionally well both independently and in group settings, as demonstrated during our collaborative research on **[briefly describe project or experience]**. ability to engage in constructive dialogue, adapt to new challenges, and deliver high-quality results has set apart from peers.

I am confident that **[Student Name]** will bring the same level of dedication, skill, and enthusiasm to your organization. I believe will not only benefit immensely from this internship but also make valuable contributions to your team. passion for **[field/sector related to internship]** aligns perfectly with the objectives of your program.

Please feel free to contact me at **[your email address/phone]** if you require any further information or insights regarding **[Student Name]**'s qualifications. I give my highest recommendation and wish every success with this application.

Sincerely,

[Your Name]  
[Your Title/Position]  
[University Name]