

# Sample Recommendation Letter for Internship Application

## Mentor Reference

[Your Name]  
[Your Title/Position]  
[Department, Organization Name]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]

Dear [Recipient's Name],

I am delighted to write this letter in support of **[Candidate's Name]** as an applicant for the [Position Title] internship at [Company/Organization Name]. As [Candidate's Name]'s mentor for the past [duration] at [University/Institution/Organization], I have had the pleasure of witnessing their remarkable progress, work ethic, and commitment to excellence firsthand.

During our time working together on [project/course/task], [Candidate's Name] consistently demonstrated exceptional analytical and problem-solving skills. Their attention to detail, reliability in meeting deadlines, and ability to collaborate effectively with peers set them apart as a dedicated and resourceful individual.

Notably, [he/she/they] took the initiative to [describe significant project or responsibility], showing creativity, leadership, and a strong sense of responsibility. [Candidate's Name] is quick to learn new concepts, adapts well to dynamic environments, and remains focused under pressure, making [him/her/them] an ideal candidate for a challenging internship.

Beyond technical competence, [Candidate's Name]'s interpersonal skills and willingness to seek feedback have greatly contributed to a positive group dynamic. Their growth mindset and eagerness to embrace new opportunities confirm my belief in their potential for future success.

I highly recommend [Candidate's Name] for the [Position Title] internship at [Company/Organization Name]. I am confident [he/she/they] will make a substantial contribution to your team, just as [he/she/they] has in our organization. Please feel free to contact me at [your contact information] should you require further information or insight regarding [Candidate's Name].

Sincerely,  
[Your Name]  
[Your Title/Position]