

Sample Reference Letter for Undergraduate Internship Application

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Full Name] for the [Name of Internship Program or Position] at [Company/Organization]. As [his/her/their] [professor/advisor/supervisor] in the [Department or Course name] at [University/College Name], I have had the pleasure of working with [him/her/them] for [length of time] and have witnessed firsthand [his/her/their] dedication, intelligence, and initiative.

[Student's First Name] consistently demonstrates a strong work ethic and an eagerness to expand [his/her/their] knowledge. In my class, [he/she/they] excelled both academically and in collaborative projects, consistently producing high-quality work and displaying excellent analytical and problem-solving skills. [His/Her/Their] ability to communicate effectively and collaborate with classmates has made [him/her/them] a respected member of our academic community.

In addition to [his/her/their] academic strengths, [Student's First Name] has actively sought opportunities to gain practical experience. [Describe any research, volunteering, projects, or work experience relevant to the internship]. These experiences have not only honed [his/her/their] technical abilities but also demonstrated an impressive capacity to adapt and thrive in new environments.

[Student's First Name] approaches challenges with thoughtful analysis and creative solutions. [He/She/They] is also reliable, organized, and quick to learn, qualities that I believe will make [him/her/them] an asset to your team. I am confident that [he/she/they] will make a positive contribution to [Company/Organization] and gain invaluable experience from the internship opportunity.

Should you require any additional information, please do not hesitate to contact me at [your email] or [your phone number].

Sincerely,
[Your Name]
[Your Position/Title]
[Department or Institution/Company]