

# Reference Letter for Internship Sample (No Prior Experience)

[Your Name]  
[Your Title/Position, if applicable]  
[Organization or School Name]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

To Whom It May Concern,

I am writing to recommend **[Applicant's Full Name]** for the internship position at your esteemed organization. Although **[he/she/they]** may not have prior professional experience, I have had the pleasure of knowing **[Applicant's First Name]** in my capacity as **[your relationship to the applicant, e.g., teacher, advisor, mentor]** at **[School/Organization Name]**.

During the time I have known **[Applicant's First Name]**, **[he/she/they]** has consistently demonstrated a strong work ethic, eagerness to learn, and exceptional dedication to **[his/her/their]** academic responsibilities. **[He/She/They]** has displayed excellent organizational skills, a keen intellect, and the ability to work cooperatively with peers on group projects and activities.

Among **[Applicant's First Name]**'s greatest strengths are **[his/her/their]** curiosity, motivation, and adaptability. **[He/She/They]** is proactive in seeking opportunities to expand **[his/her/their]** knowledge, takes initiative in new situations, and handles challenges with a positive and persistent attitude. **[He/She/They]** has also shown strong communication skills and a genuine willingness to accept constructive feedback-traits that I believe will serve **[him/her/them]** well in an internship setting.

I am confident that **[Applicant's Full Name]** will be a valuable asset to your team and will approach this internship with professionalism, responsibility, and enthusiasm. I wholeheartedly recommend **[him/her/them]** for this opportunity and am certain **[he/she/they]** will make the most of the experience.

Please feel free to contact me at **[your phone number]** or **[your email address]** if you require any further information.

Sincerely,

[Your Name]  
[Your Position/Title]