

Recommendation Letter Template: Legal Internship Experience for Law School

Date: [Insert Date]

To the Admissions Committee,

I am pleased to write this letter of recommendation for **[Applicant's Name]**, who served as a legal intern at **[Law Firm/Organization Name]** under my supervision during the **[Summer/Fall/Spring]** of **[Year]**.

During **[his/her/their]** internship, **[Applicant's Name]** quickly distinguished **[himself/herself/themselves]** through a remarkable work ethic, a keen intellect, and genuine enthusiasm for the legal profession. **[He/She/They]** was entrusted with various responsibilities, including conducting substantive legal research, drafting memoranda and motions, attending client meetings, and assisting in trial preparation. Through these experiences, **[Applicant's Name]** demonstrated an impressive ability to analyze complex legal issues, communicate findings clearly, and work collaboratively with attorneys and other staff.

In particular, I was impressed by **[his/her/their]** initiative and resourcefulness when faced with unfamiliar legal challenges. On one occasion, **[Applicant's Name]** took the lead on researching a novel legal issue and provided a meticulously prepared memorandum that was instrumental in shaping our litigation strategy. **[His/Her/Their]** attention to detail, professionalism, and ethical conduct throughout the internship consistently exceeded expectations.

Beyond technical skills, **[Applicant's Name]** exhibited outstanding interpersonal skills, building strong rapport with clients and colleagues alike. **[He/She/They]** approached every task with a positive attitude and a willingness to learn, characteristics that I am confident will serve **[him/her/them]** well in law school and beyond.

I unreservedly recommend **[Applicant's Name]** for admission to your law program. **[He/She/They]** possesses not only the intellectual capacity and diligence required for rigorous legal studies but also the drive and dedication that define a promising future attorney. Should you require any further information, please do not hesitate to contact me at **[Your Email/Phone Number]**.

Sincerely,

[Your Name]

[Your Title]

[Law Firm/Organization Name]