

# Reference Letter for Paid Internship Program Example

[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To Whom It May Concern,

I am pleased to write this letter of reference for **[Candidate's Name]**, who has applied for the paid internship program at your esteemed organization. I had the privilege of supervising [him/her/them] during [his/her/their] tenure at **[Company/Institution Name]**, where [he/she/they] worked as a **[Position/Role]** from **[Start Date]** to **[End Date]**.

During this time, **[Candidate's Name]** consistently demonstrated exceptional dedication, professionalism, and enthusiasm for learning. **[He/She/They]** was responsible for a wide range of tasks including **[briefly list key responsibilities, e.g., conducting research, assisting with projects, collaborating with colleagues, preparing reports]**. **[His/Her/Their]** ability to quickly understand new concepts and apply them to real-world situations was particularly impressive.

**[Candidate's Name]** possesses a strong work ethic and a positive attitude, making **[him/her/them]** an asset to any team. **[He/She/They]** excelled in both independent and collaborative settings, frequently contributing innovative ideas and seeking constructive feedback to improve **[his/her/their]** performance. **[He/She/They]** was particularly noted for **[describe notable achievement, e.g., successfully leading a project, implementing an efficient process, exceeding internship goals]**.

In addition to **[his/her/their]** technical abilities, **[Candidate's Name]** demonstrated excellent communication and interpersonal skills, effectively engaging with staff and clients alike. **[His/Her/Their]** professionalism, reliability, and eagerness to take on new challenges were evident throughout the internship.

Based on **[his/her/their]** strong performance during **[his/her/their]** internship at **[Company/Institution Name]**, I am confident that **[Candidate's Name]** will be a valuable addition to your program. I highly recommend **[him/her/them]** for the paid internship position and believe **[he/she/they]** will excel and make meaningful contributions to your organization.

If you require any further information, please feel free to contact me via email or phone.

Sincerely,  
[Your Name]  
[Your Position]