

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]