

# Sample Recommendation Letter for Internship Application (Academic Reference)

[Your Name]  
[Your Title/Position]  
[Department/Faculty]  
[University Name]  
[University Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for the [Internship Position] at [Company/Organization Name]. As [his/her/their] [Professor/Academic Advisor] in the [Department/Program] at [University Name], I have had the pleasure of teaching and closely interacting with [Student's Name] for the past [duration], during which time I have observed [his/her/their] remarkable intellectual abilities, strong work ethic, and genuine motivation to excel both academically and personally.

Throughout [his/her/their] academic journey, [Student's Name] has consistently demonstrated outstanding performance in relevant coursework such as [Course Name 1], [Course Name 2], and [Course Name 3]. [He/She/They] stands out for [his/her/their] ability to quickly grasp complex concepts and apply them in practical situations. [His/Her/Their] exceptional analytical skills and creative problem-solving capabilities have been evident during class discussions, assignments, and collaborative projects.

Beyond academic achievement, [Student's Name] distinguishes [himself/herself/themself] through exemplary communication skills, leadership qualities, and a strong sense of responsibility. [He/She/They] has actively contributed to group activities, offered insightful perspectives, and supported fellow classmates. [Student's Name] approaches challenges with resilience and an eagerness to learn, consistently seeking opportunities for growth and self-improvement.

I am confident that [Student's Name] possesses the foundation, enthusiasm, and adaptability required to make a significant contribution as an intern at [Company/Organization Name]. [He/She/They] is well-prepared to thrive in a fast-paced professional environment and to apply [his/her/their] academic knowledge effectively in real-world situations.

For these reasons, I offer my wholehearted recommendation for [Student's Name]'s application to your internship program. Please feel free to contact me at [Your Email Address] or [Your Phone Number] if you require any further information.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[University Name]