

# Sample Recommendation Letter for Internship Application (with Character Reference)

[Your Name]  
[Your Title/Position]  
[Your Organization/School Name]  
[Your 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 or "To Whom It May Concern"],

I am pleased to write this letter of recommendation for **[Applicant's Name]** in support of their application for the internship position at your organization. As **[Applicant's Relationship to You (e.g. their professor, supervisor, etc.)]** at **[School/Organization Name]** for the past **[duration]**, I have had the opportunity to observe [his/her/their] dedication, initiative, and outstanding character.

[Applicant's Name] consistently demonstrated a strong work ethic and a genuine commitment to excellence in all assignments and responsibilities. [He/She/They] approaches every task with enthusiasm and attention to detail, consistently producing work of exceptional quality. [He/She/They] is highly dependable, always meeting deadlines, and often going above and beyond expectations.

What truly sets [Applicant's Name] apart is [his/her/their] exemplary character. [He/She/They] is honest, respectful, and demonstrates a high degree of integrity in all interactions. [Applicant's Name] possesses strong interpersonal skills, working effectively both independently and as part of a team. [He/She/They] communicates clearly, listens actively, and shows understanding and empathy towards others.

In addition to [his/her/their] academic and professional abilities, [Applicant's Name] has proven to be reliable, responsible, and adaptable-qualities that are essential for a successful internship experience. [He/She/They] is a fast learner who remains calm and focused under pressure, and is quick to accept and implement constructive feedback.

I have no doubt that [Applicant's Name] will be a valuable addition to your organization and will contribute positively to your team. I recommend [him/her/them] for your internship program without reservation. Please feel free to contact me if you need any additional information or clarification.

Sincerely,  
[Your Name]  
[Your Signature if sending in hard copy]  
[Your Title/Position]