

# Sample Recommendation Letter for Paid Internship Application

Date: [Insert Date]

To Whom It May Concern,

I am pleased to recommend **[Applicant's Name]** for consideration for the paid internship position at your organization. As **[your relationship to applicant, e.g., their professor, supervisor, etc.]** at **[Your Institution/Company]**, I have had the pleasure of working closely with **[him/her/them]** for the past **[duration]**, and I can confidently attest to **[his/her/their]** strong abilities and dedication.

During **[his/her/their]** time in **[class, lab, company, etc.]**, **[Applicant's Name]** has consistently demonstrated a high level of professionalism, responsibility, and initiative. **[He/She/They]** excels in **[mention relevant skills or subjects, e.g., project management, technical skills, research, teamwork, communication, etc.]** and has shown an eagerness to learn and contribute beyond expectations.

One of the key projects **[he/she/they]** participated in was **[briefly describe a relevant project or responsibility]**. Through this experience, **[Applicant's Name]** showcased not only technical aptitude but also critical thinking and problem-solving abilities that set **[him/her/them]** apart from peers.

I am confident that **[Applicant's Name]** will be a valuable asset to your team, bringing fresh perspectives, a strong work ethic, and a commitment to excellence. **[He/She/They]** is highly motivated and has a natural ability to adapt and thrive in new and challenging environments.

Please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]** should you require any further information. I highly recommend **[Applicant's Name]** for the paid internship position and am sure that **[he/she/they]** will make significant contributions to your organization.

Sincerely,

**[Your Name]**  
**[Your Title/Position]**  
**[Your Institution/Company]**  
**[Your Contact Information]**