

# Professional Reference Letter for Internship

A **professional reference letter for internship** serves as a formal endorsement of a candidate's skills, work ethic, and qualifications, often provided by a teacher, employer, or mentor. This letter helps internship providers assess the applicant's suitability and potential for the role. A well-structured template typically includes an introduction of the recommender, a description of the candidate's strengths and achievements, relevant experiences, and a confident recommendation. Using a standardized template ensures consistency and clarity while making a strong, positive impression on internship selection committees.

## Template

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[Your Name]  
[Your Position/Title]  
[Your Organization/Institution]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**To Whom It May Concern,**

I am pleased to write this letter of recommendation for **[Candidate's Full Name]**, who has applied for an internship position at your organization. As **[your relationship to the candidate, e.g., professor, supervisor]** at **[Institution/Company]** for **[duration]**, I have had the opportunity to observe **[Candidate's First Name]**'s exceptional qualities and commitment to excellence.

During their time as **[describe the role or responsibility]**, **[Candidate's First Name]** consistently demonstrated strong **[skills or traits, e.g., analytical abilities, communication skills, teamwork]**. Notably, **[he/she/they]** **[describe relevant achievement or experience]**, which showcased **[his/her/their]** ability to **[explain the significance and impact]**.

Beyond technical abilities, **[Candidate's First Name]** has displayed admirable professionalism, adaptability, and initiative. **[He/She/They]** interacts positively with peers and supervisors, and is always willing to take on new challenges with enthusiasm and diligence.

I have no doubt that **[Candidate's First Name]** will be a valuable asset to your internship program. I strongly recommend **[him/her/them]** for the position and believe **[he/she/they]** will excel in any responsibilities assigned.

Please feel free to contact me at **[your phone number or email]** if you require any further information or clarification regarding **[Candidate's First Name]**'s qualifications.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Organization/Institution]

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