

# Sample Recommendation Letter for Internship Application (Supervisor Reference)

[Date]

[Recipient's Name]

[Title/Position, if known]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name or "Internship Selection Committee"],

I am pleased to write this letter in support of **[Applicant's Name]** and their application for the **[Internship Position]** at **[Company/Organization Name]**. As **[Applicant's Name]**'s supervisor at **[Department/Team/Organization Name]** for **[duration]**, I have had the pleasure of observing their growth and dedication first-hand.

During their time with our team, **[Applicant's Name]** has consistently demonstrated a strong work ethic, professionalism, and a commitment to excellence in all assigned tasks. They possess excellent **[relevant skills-e.g., analytical, communication, project management, technical]** skills, which have greatly contributed to the successful completion of several projects, including **[specific project/examples]**.

One of **[Applicant's Name]**'s outstanding qualities is their ability to collaborate effectively with team members and adapt quickly in dynamic environments. Their positive attitude and eagerness to learn have made them an asset to our department. Additionally, **[he/she/they]** has shown a remarkable ability in **[mention any notable achievement or responsibility]**, further evidencing readiness for new challenges.

I am confident that **[Applicant's Name]** will bring the same drive, diligence, and integrity to your internship program as they have shown under my supervision. I highly recommend them for the **[Internship Position]** at **[Company/Organization Name]**.

Please feel free to contact me at **[supervisor's phone number]** or **[supervisor's email address]** if you need any additional information.

Sincerely,

[Supervisor's Name]

[Title/Position]

[Department/Team]

[Company/Organization Name]

[Contact Information]