

Sample Recommendation Letter for Internship Application

[Employer's Name]
[Employer's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am writing to highly recommend **[Candidate's Name]** for the internship position at your esteemed organization. I have had the pleasure of supervising [him/her/they] at [Company Name] for the past [duration], during which [he/she/they] has consistently demonstrated exceptional dedication, professionalism, and initiative.

During [his/her/their] time with us, [Candidate's Name] excelled in executing challenging projects and consistently exceeded expectations. One notable example was [describe a relevant project or achievement, e.g., "when [he/she/they] led a team to streamline our data management system, resulting in a 15% increase in efficiency"]. [He/She/They] has shown an outstanding ability to analyze complex problems, work collaboratively with colleagues, and provide innovative solutions.

[Candidate's Name]'s attention to detail, work ethic, and interpersonal skills set [him/her/they] apart from peers. [He/She/They] approaches every task with enthusiasm and professionalism, effectively managing multiple responsibilities while maintaining a positive attitude. [His/Her/Their] strong communication skills and adaptability make [him/her/they] an asset to any team environment.

I am confident that [Candidate's Name] will make valuable contributions to your organization as an intern. [He/She/They] is eager to learn, quick to adapt, and passionate about pursuing new challenges. I have no doubt that [Candidate's Name] will exceed your expectations and thrive in your program.

Please feel free to contact me at [phone number] or [email address] should you require any further information or specifics regarding [Candidate's Name]'s qualifications and accomplishments.

Sincerely,
[Employer's Name]
[Position]
[Company Name]