

Professional Recommendation Letter for Internship Position Sample

A professional recommendation letter for internship position sample serves as a valuable template to endorse a candidate's skills, work ethic, and suitability for an internship role. This type of letter typically highlights the applicant's relevant experience, academic achievements, and personal qualities that make them an ideal fit for the internship, providing a credible and supportive reference to potential employers or internship coordinators.

Sample Recommendation Letter

[Your Name]
[Your Position/Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am delighted to write this letter in support of [Candidate's Name]'s application for the internship position at your esteemed organization. As [your relationship, eg. Professor, Supervisor, Manager] at [University/Company Name], I have had the pleasure of working closely with [Candidate's Name] for the past [duration] and have been greatly impressed by their dedication, skills, and professionalism.

During their time with us, [Candidate's Name] consistently demonstrated strong analytical skills, effective communication, and an excellent ability to work both independently and as part of a team. Their academic achievements, combined with a genuine passion for [related field], make them a standout candidate for this internship opportunity.

[Candidate's Name] has shown exceptional initiative and resourcefulness in [describe a specific project or task], delivering results that exceeded expectations. Their positive attitude, adaptability, and eagerness to learn new skills further distinguish them from their peers.

I am confident that [Candidate's Name] will be an asset to your team and will contribute meaningfully to your organization. I strongly recommend them for the internship position and am certain that they will gain invaluable experience while making significant contributions to your ongoing projects.

Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

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