

Reference Letter for Internship - Sample for Undergraduate Student

Date: [Insert Date]

To Whom It May Concern,

I am pleased to write this reference letter on behalf of **[Student's Full Name]**, who is currently an undergraduate student at **[University Name]** pursuing a degree in **[Major/Degree Program]**. I have had the pleasure of teaching and mentoring **[Student's First Name]** in my capacity as **[Your Position, e.g., Professor of Economics]** over the past **[Duration]**, and I am confident in their ability to excel in an internship position at your esteemed organization.

[Student's First Name] has consistently demonstrated outstanding academic performance, maintaining a strong GPA and showing keen analytical abilities in both coursework and extra-curricular projects. Their dedication, intellectual curiosity, and critical thinking skills have set them apart from their peers.

Beyond academic success, **[Student's First Name]** possesses excellent communication and teamwork skills. They have actively contributed to group projects and student organizations, showing leadership ability and a strong work ethic. Their ability to manage time effectively and adapt to new challenges makes them ideally suited for an internship in your organization.

I am confident that **[Student's First Name]** will bring the same level of commitment, creativity, and diligence to your internship program as they have demonstrated at our university. I highly recommend them for this opportunity and believe they will be a valuable asset to your team.

Please feel free to contact me at **[Your Email]** or **[Your Phone Number]** if you require any further information.

Sincerely,

[Your Full Name]

[Your Position/Title]

[Department, University Name]