

# LETTER OF RECOMMENDATION FOR INTERNSHIP

To Whom It May Concern:

I am pleased to write this letter of recommendation for the internship candidate. Having had the opportunity to observe and evaluate the performance, work ethic, and character of the candidate, I offer my strongest endorsement for their application.

## Candidate Information:

Full Name: \_\_\_\_\_  
University / Institution: \_\_\_\_\_  
Degree Program / Major: \_\_\_\_\_  
Email / Phone: \_\_\_\_\_

## Recommender Information:

Full Name: \_\_\_\_\_  
Position / Title: \_\_\_\_\_  
Department / Organization: \_\_\_\_\_  
Email / Phone: \_\_\_\_\_

## Internship Details:

Internship Position / Role: \_\_\_\_\_  
Duration: \_\_\_\_\_  
Location: \_\_\_\_\_

## Introduction and Relationship

The candidate has been known to me for a significant period during which I have directly supervised and evaluated their academic and extracurricular efforts. Our relationship has allowed me to closely assess their skills, knowledge, and personal qualities relevant to the internship.

## Professional Skills and Competencies

The candidate demonstrates strong analytical abilities, effective communication skills, and a solid commitment to learning and professional growth. Their technical aptitude and problem-solving capabilities have been evident through projects and assignments requiring diligence, creativity, and collaboration.

## Work Ethic and Character

Throughout their tenure under my supervision, the candidate has consistently exhibited punctuality, reliability, and a positive attitude towards challenges. Their ability to work independently and as part of a team reflects a high level of maturity and responsibility.

## Suitability for Internship

I am confident that the candidate's background, skills, and enthusiasm will contribute significantly to the objectives of the internship program. They are well-prepared to undertake meaningful tasks and to adapt to the professional environment.

**Legal Compliance and Disclaimers**

This letter of recommendation is provided in good faith and reflects my honest opinion based on my knowledge and experience with the candidate. It is issued without any guarantee or warranty and complies with all applicable United States laws governing employment and internship recommendations.

Please feel free to contact me using the information provided above if additional details or clarification are needed. I wholeheartedly support the candidate's application and recommend them without reservation.

**RECOMMENDER'S SIGNATURE**

**CANDIDATE'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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