Character Reference for Internship - Heartfelt

Subject: Personal Recommendation for [Name]

Dear [Recipient Name],

I am honored to write this recommendation for [Name], whom I have known for [duration] in my capacity as [relationship - mentor/community leader/volunteer coordinator]. While I cannot speak to [his/her/their] academic credentials, I can attest to the exceptional character and personal qualities that make [him/her/them] an outstanding candidate for your internship program.

[Name] has consistently demonstrated integrity, compassion, and dedication in every endeavor. Through [his/her/their] volunteer work with [organization/cause], I have witnessed [his/her/their] commitment to making a positive difference. [He/She/They] approaches challenges with optimism and resilience, never shying away from difficult tasks.

What truly sets [Name] apart is [his/her/their] ability to connect with people from diverse backgrounds. [He/She/They] listens attentively, shows genuine empathy, and builds trust naturally. These interpersonal strengths, combined with [his/her/their] strong work ethic and reliability, make [him/her/them] someone any organization would be fortunate to have.

I have watched [Name] grow from [earlier state] to [current state], and I am continually impressed by [his/her/their] maturity and professionalism. [He/She/They] approaches learning with humility and enthusiasm, qualities that will serve [him/her/them] well in any professional setting.

I recommend [Name] without hesitation and with complete confidence in [his/her/their] ability to excel in your internship program.

Warmest regards,

[Your Name]

[Your Role/Title]

[Contact Information]

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