

Internship Reference Letter

Subject: Letter of Recommendation for [Student Name] - Internship Application

Dear Internship Coordinator,

I am pleased to recommend [Student Name] for the [internship name/type] at your organization. As [his/her/their] professor in [relevant courses], I have observed qualities and skills that make [him/her/them] an excellent candidate for this opportunity.

[Student Name] has demonstrated strong foundational knowledge in [relevant field/skills] and shows eagerness to apply classroom learning to practical settings. [His/Her/Their] coursework in [specific subjects] has prepared [him/her/them] well for the challenges of a professional environment, and [he/she/they] has consistently shown the ability to learn quickly and adapt to new situations.

In class projects that simulate real-world scenarios, [Student Name] has shown [specific skills: initiative, creativity, analytical thinking, teamwork]. For example, [he/she/they] [specific example of relevant project or achievement]. [He/She/They] takes feedback constructively and uses it to improve [his/her/their] work.

[Student Name] is professional, punctual, and communicates effectively. [He/She/They] would represent your organization well and would approach this internship with enthusiasm and commitment to learning. I am confident that [he/she/they] would make valuable contributions while gaining practical experience.

This internship aligns perfectly with [Student Name]'s career goals in [field], and I believe it would be a mutually beneficial opportunity.

Sincerely,

[Professor Name]

[Title]

[Department and Institution]

[Email and Phone]

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