TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Internship Letter of Recommendation

Dear **[NAME]**

It is my pleasure to recommend  **[NAME]**  for the marketing position at your company.  **[NAME]**  began working for me six years ago as a junior in high school. Since that time, I have watched her grow into a capable, vibrant, and confident professional.  **[NAME]**  approaches each day as a new opportunity to succeed. She inspires others with her friendly demeanor and positive attitude.  **[NAME]**  academic achievements are outstanding, but it is her professional acumen that clearly distinguishes her from others. I hired  **[NAME]**  as a marketing intern based on the glowing recommendations of her teachers. Initially, I assigned her easy tasks, such as answering phones and running errands within the company. I quickly realized this was a waste of her skills and abilities.

**[NAME]**  thrives on challenge and blossoms when given assignments that utilize her analytical and creative talents. She is highly motivated and driven by a need to succeed. She completes her tasks quickly and efficiently with enthusiasm and a smile on her face.

**[NAME]**  proactive attitude has served my company well. For example, she used a slow workday as an opportunity to reorganize my filing system, complete with color-coding. Since then, I have deployed her high-efficiency system throughout the organization. On another occasion, she took it upon herself to develop a new customer satisfaction program. I am thrilled to say  **[NAME]**  initiative has led to the highest customer satisfaction scores in our company’s 60-year history. She possesses superior written and verbal communication skills and was actively involved in client presentations.

I have absolutely no doubt  **[NAME]** will be an invaluable asset to the company fortunate enough to hire her. Although I would love to keep her on staff, it is  **[NAME]**  desire to utilize her degree in marketing communications for the benefit of a non-profit organization. It would be my honor to answer any questions you have concerning  **[NAME]** .

Sincerely,