TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Recommendation Letter for Internship

Dear **[NAME]**

I'm writing to express my wholehearted support for **[NAME]**  application to the position of Editorial Assistant with Cooper Books Publishing House. As **[NAME]** supervisor during his student internship with Bibliophile Publishing in the fall of **[DATE]**, I met with him frequently to assign responsibilities and discuss the industry. I was impressed with **[NAME]**  writing skills, initiative, and ability to meet deadlines. **[NAME]** became a valued member of the Bibliophile team, and I'm confident that he has a successful career in publishing ahead of him.

As an intern in our Editorial Department, **[NAME]** had several responsibilities. He worked with members of the editorial staff on various projects, including reading and reporting on manuscript submissions, editing promotional materials, and completing fact checks. **[NAME]**  was especially skilled at seeking out new authors on online journals and blogs, even introducing us to a new writer with whom we have started to collaborate! It's clear that **[NAME]** has a passion for the written word and a great eye for promising young authors.

As an English major at NYU, **[NAME]**  brought a rich knowledge of historical and contemporary literature. He's also a skilled editor and proofreader and understands the Chicago Manual of Style. He prepared three social science works with CMS citations to publication-ready form during his internship. After just a week or two in the office, furthermore, **[NAME]**  was working independently on manuscript reviews and other projects.

He's self-motivated, attentive to detail, and skilled at both independent and collaborative work. Beyond his editorial skills, **[NAME]** left a mark with his open, thoughtful personality. He is well-spoken and intellectual, and he lights up when talking about ideas and literary trends. On his first day, we had a great conversation about Karen Russell and**[NAME]**  Johnson, a couple of his favorite contemporary novelists. A community of fellow booklovers is exactly where **[NAME]**  belongs. Not only can he hold his own in a discussion about great books, but he can also communicate in a multilingual setting with his fluent Spanish and intermediate French. **[NAME]**  charming personality and language skills will be another boon to his success in an editorial role.

In closing, I'd like to reiterate my strong support for application to the Editorial Assistant position with Cooper Books. **[NAME]**  is a talented young man driven by a passion for literature and contemporary publishing. Please don't hesitate to contact me for any further information. Thank you for your time.

Sincerely,