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]**

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 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 proof-reader and has an understanding of 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 favorited 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  **[NAME]**  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.