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 am writing this letter of recommendation because  **[NAME]**  deserves a strong consideration for the news internship program.

I am a faculty advisor to the  **[UNIVERSITY NAME]** university magazine and am also teaching reporting and editing courses.  **[NAME]** has been in the weekly's staff for the past six months and has moved up to the roles of increasing responsibility during this span of time. Most recently, he/she has been the serving campus editor who oversees coordinating the campus section, who assigns the stories and coaches a staff of reporters. He/she has also edited different sections in the college magazine and has supervised layouts and designs as well.

**[NAME]** is not only a superior student editor but also possesses the skills of an emerging investigate journalist. He/she has won a lot of prices at state level as well as the national level for his/her article on "outsource food services." The article was to do with the economic detriment to the local business community.

He/she is one of the brightest and the best your journalists to come through our program in recent years. I am exceptionally proud of him/her. He/she truly deserves a worthwhile intern.

Sincerely