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 to recommend  **[NAME]**  for an internship with WJAM radio.  **[NAME]** is a rising senior at the University School of Journalism and Mass Communications and I have had the privilege of instructing him in several radio production classes.  **[NAME]** has demonstrated tremendous talent in the technical end of radio programming and has also excelled in the role of on-air talent. He has shown additional promise as a news writer and as a key player with other students who make up the production team. **[NAME]**  has innovative ideas, leadership qualities and a gift for motivating his classmates when working on a group project.

In addition to excelling in the classroom,  **[NAME]**  also works as a news writer and announcer at our campus radio station WXYZ. He was chosen for this position after competing with 60 other gifted journalism students. Along with working in the areas of news and production in college radio,  **[NAME]** hosts a Friday evening show called “Smooth Jazz with EJ.” The program has become a Friday night staple for many students and faculty, and  **[NAME]** has shown a talent for improvisation. It is rare to find an individual equally talented in front of the microphone and behind the scenes.

I believe you would benefit greatly by accepting **[NAME]**  into the internship program at WJAM radio, and I know  **[NAME]**  would learn a great deal about the inner workings of a radio station. He has proven himself to be a hard worker willing to take on any role in a radio station environment no matter how large or small. I believe he has a promising future in the radio industry whether on air or in a production capacity. As a rising senior  **[NAME]**  has exemplary grades and is on target to graduate Summa Cum Laude.

As you consider candidates for the internship at WJAM radio, I encourage you to take a close look at  **[NAME]** . You will find him to be well-qualified for the position and an asset to your organization.

Sincerely,