**Written by a Supervisor for an Intern**

Rita Bookman  
Editor-in-Chief  
Cooper Books Publishing House  
74 Reading Street  
New York, New York 10020

Dear Rita Bookman,

I'm writing to express my wholehearted support for Adam's application to the position of Editorial Assistant with Cooper Books Publishing House. As Adam's supervisor during his student internship with Bibliophile Publishing in the fall of 2015, I met with him frequently to assign responsibilities and discuss the industry. I was impressed with Adam's writing skills, initiative, and ability to meet deadlines. Adam 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, Adam had a number of 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. Adam 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 Adam has a passion for the written word and a great eye for promising young authors.

As an English major at NYU, Adam brought a rich knowledge of historical and contemporary literature. He's also a skilled editor and proofreader and has an understanding of the Chicago Manual of Style. He prepared three social science works with CMS citations to publication-ready form during the course of his internship. After just a week or two in the office, furthermore, Adam 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, Adam 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 Adam Johnson, a couple of his favorite contemporary novelists. A community of fellow book-lovers is exactly where Adam 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. Adam's 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 Adam's application to the Editorial Assistant position with Cooper Books. Adam 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,

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