Mary Cole  
123 Main Street  
Anytown, CA 12345  
555-555-5555  
mary.cole@email.com

September 1, 2018

Evelyn Lee  
Director, Human Resources  
Acme Public Relations  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Lee,

I understand that Ellen Smith is applying for an internship with Acme Public Relations, working in the media relations department. I was Ellen's student advisor during her junior year at NYU and worked closely with her throughout the school year.

As you may know, NYU is known for its media department and has a track record for educating students in the many facets of public and media relations. Many of our students go on to successful careers in journalism, work for major corporations, or secure jobs with the top PR firms in the country.

Ellen not only completed her media relations coursework with the highest grade point average but the feedback from her professors was consistently positive. Ellen's professors noted that she was smart, eager to learn, responsible, and had an innate knack for the workings of both traditional and digital media in today's shifting media landscape. I am confident that Ellen would be an asset to your organization and excel in your fall internship program.

Please call my land phone, cell phone, or email me if you have any questions.

Sincerely,

Mary Cole