

# Reference Letter for Co-op Program

Date: [Insert Date]

To Whom It May Concern,

I am writing to express my support for [Student's Name] in their application for the Co-op Program at [Institution/Company Name]. As [his/her/their] academic advisor at [University/College Name], I have had the pleasure of knowing [Student's Name] for [duration] and have been continually impressed by [his/her/their] dedication and work ethic.

[Student's Name] has consistently demonstrated a passion for [field of study/industry] and has excelled in [specific courses or projects]. [He/She/They] possesses a strong ability to collaborate with peers and take initiative in group settings, making [him/her/them] an asset to any team.

Beyond [his/her/their] academic achievements, [Student's Name] has been involved in [mention any relevant extracurricular activities, volunteer work, etc.], showcasing [his/her/their] leadership qualities and commitment to personal growth.

I am confident that [Student's Name] will thrive in the co-op program and contribute positively to your organization. I highly recommend [him/her/them] for this opportunity. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Position/Title]

[Department Name]

[University/College Name]

[Your Contact Information]