

Letter of Reference

Date: [Insert Date]

[Your Name]
[Your Title]
[Department]
[University/Company Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name], a student at [Engineering School Name], for the internship position at [Company Name]. As [his/her/their] professor and advisor, I have had the pleasure of observing [his/her/their] growth and dedication during [his/her/their] time in the [specific program or course].

[Student's Name] has consistently demonstrated a strong aptitude for [relevant skills/knowledge] and has been actively involved in [mention any relevant projects, clubs, or activities]. [He/She/They] possesses an exceptional ability to [specific strengths or skills relevant to the internship], which I believe will be a tremendous asset to your team.

I am confident that [his/her/their] initiative and enthusiasm, coupled with [his/her/their] technical knowledge, will make [him/her/them] a valuable intern at [Company Name]. I highly recommend [student's name] without reservation.

Thank you for considering [his/her/their] application. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,

[Your Name]
[Your Title]
[Department]
[University/Company Name]