**SAMPLE LETTER OF RECOMMENDATION**

Dear Mr. Norton,

As a college professor, I get request to write Internship recommendation letters on a very regular basis. But I felt compelled to write this letter to you in regards to Jason Passon for your communications Internship. Jason's passion for broadcasting and recording make him the ideal candidate for your organization.

Jason started out as a disc jockey at the school radio station, but he quickly rose to being the station's student manager. Jason has gone to several broadcast seminars and represented the school. The feedback I regularly get from people around Jason is that his dedication to broadcasting and his sense of responsibility make him a strong asset to the team.

Jason is an extremely responsible young man. He never misses his time at the station and he also never misses his classes. In my broadcast communication class, Jason is at the top of the class and has the respect of all of his peers. Jason's high profile around the campus has also allowed him to be a resource to broadcast students who have questions.

I strongly urge you to accept Jason for your internship and watch this talented young man go to work for your benefit. If you need more details, please call me at 555-221-3321 or email me at wallyerndt@email.com.

Sincerely Yours,