**COLLEGE RECOMMENDATION LETTER FOR INTERNSHIP**

[ACADEMIC INSTITUTION LETTERHEAD]

[NAME OF HEAD OF COMPANY]

[NAME OF COMPANY]

[COMPANY STREET ADDRESS], [CITY]

[STATE], [ZIP CODE]

[DATE]

**SUBJECT: INTERNSHIP RECOMMENDATION FOR [NAME OF STUDENT]**

Dear Mr./Ms.:

I am writing this letter to enthusiastically express my recommendation for [NAME OF STUDENT] to be part of your internship program at [NAME OF RADIO BROADCASTING COMPANY]. The student is a graduating senior in the department of [ACADEMIC DEPARTMENT] and being the Department Director, I can say with absolute confidence that the student demonstrates strong work ethic and shows a natural talent in the technical aspects of radio broadcasting. He/she has always been a hardworking and enthusiastic student as shown in his/her student records.

In addition to his/her excellence in academics, [NAME OF STUDENT] is the chief editor of the school paper [NAME OF SCHOOL PAPER] and a disc jockey in school. I can guarantee that he/she will be an asset to your company and that he/she will be able to handle whatever internship tasks you will be assigning to him/her. I believe that he/she has a promising future in your company.

As you consider candidates for your internship program, I encourage you to look at [NAME OF STUDENT]’s portfolio and rest assured that you will find him/her to be qualified for the position. Please feel free to contact me at [NAME OF ACADEMIC INSTITUTION] [NAME OF DEPARTMENT] through this contact number [CONTACT NUMBER].

Sincerely,

[SIGNATURE]

[NAME OF DIRECTOR]

[NAME OF ACADEMIC DEPARTMENT]