

Sample Letter of Recommendation from Internship Supervisor PDF

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Date: [Date]

Dear [Recipient's Name or "Hiring Manager"],

I am delighted to write this letter of recommendation for Emily Carter, who completed a six-month marketing internship under my supervision at Innovatech Solutions, Inc. Emily's exceptional blend of creativity, strategic thinking, and dedication set her apart from her peers, making her an invaluable asset to our team.

During her internship, Emily demonstrated a keen understanding of digital marketing principles, contributing significantly to our online campaigns. One of her most notable achievements was leading a project that increased our social media engagement by 30% within three months, showcasing her ability to effectively engage with our target audience.

Emily's work ethic and willingness to go above and beyond in her duties were evident. She consistently delivered high-quality work on time, even when faced with tight deadlines. Her ability to work both independently and as part of a team was a major asset to our department.

Furthermore, Emily exhibited excellent communication skills, articulating complex ideas with clarity and engaging effectively with team members across different departments. Her positive attitude and enthusiasm for learning contributed to a vibrant team dynamic and fostered a culture of innovation and excellence.

Based on her outstanding performance and the potential she has shown, I wholeheartedly recommend Emily Carter for any position or opportunity she seeks to pursue. Emily has proven she possesses the skills, mindset, and dedication to excel in the marketing field. I am confident she will bring the same level of commitment and innovation to her future endeavors.

Please do not hesitate to contact me if you need further information or have any questions regarding Emily's performance and qualifications.

Sincerely,
Michael Robertson