

General Internship Recommendation



MU

MYTHIC  
UNIVERSITY

123 Ivy Road, Mythic CA 99999 555-123-4567

February xx, 20xx

Ms. Stephanie Armstrong  
American Meteorological Society  
45 Beacon Street  
Boston, Massachusetts 02108-3693

Dear Ms. Armstrong:

I am writing in enthusiastic support of Janet Lerner for an internship. I have known Janet since she was a student in my course in Synoptic and Dynamic Meteorology last fall. Janet distinguished herself in my course by receiving the highest grade in the class. But this accomplishment only scratches the surface of her ability and character. Janet is the type of person who loves learning. She's one of those rare people who works very hard and diligently, but does so with a smile on her face. She constantly strives for excellence in meteorology, but Janet does not let her thirst for knowledge rule her life. She is a scientific humanist, with a genuine caring for others. It should come as no surprise that Janet is well-liked and admired by her peers.

Janet's knowledge of the intricacies of how the atmosphere works was unrivaled in my course, allowing her to easily win a competitive class forecasting contest. Janet is also a leader, holding a position in the Campus Weather Service, a student-run organization that provides weather information to radio stations across five states.

I know first-hand that Janet performs with aplomb in challenging situations. I was in the Weather Station one day while Janet was conducting a tour for parents and their young daughters. The president of Mythic University happened to be in the group—an intimidating presence to most undergraduates—but Janet handled herself with a polished confidence, attending to audience questions about meteorology in a clear, friendly, unaffected manner.

In short, Janet's high caliber of character and keen meteorological expertise set her well above others at her level of education. I warmly recommend her for an internship.

Regards,  
*John Teacher*  
John Teacher  
Instructor in Meteorology