**School District Letterhead**

**LETTER OF RECOMMENDATION (SAMPLE)**

[School Name]

[School Address]

[School City/State/Zip]

[Date]

Dear Supervisor,

[Student First & Last Name] is applying for a Commonwealth of Pennsylvania High School Intern position under your supervision. I can confirm the student meets all of the school’s requirements to participate in a paid internship off-site from school grounds, over the course of the applicable school year(s).

Also, this student demonstrates the following qualities to support my recommendation: [list one or two of the student’s qualities/attributes here**.**]Please consider this student for the High School Intern Program with the commonwealth.

If the student is deemed eligible, completes an interview, and is offered employment, the appropriate school staff member to coordinate logistics of the internship is [First Name/Last Name, Title, Phone, E-mail]**.**

Note: The coordination contact can be different from the school staff member submitting this recommendation letter. Please ensure the contact person knows you submitted this letter.

If you have any questions in regard to my recommendation, please contact me at the information indicated below.

Sincerely,

[Name]

[School Title]

[Phone]

[E-mail]