



## Intern Letter of Reference

**STUDENT**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Degree \_\_\_\_\_

Major \_\_\_\_\_

**AGENCY INTERNSHIP COORDINATOR**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

The student noted above has requested that you provide a letter of reference to the above mentioned internship coordinator as part of the requirements for obtaining an internship during the next semester. You may complete and sign this form or attach a personal letter of reference, if you prefer. This letter of reference should be completed and returned by \_\_\_\_\_. (Date)

1. How well did you know the student? (Please circle one)

Very well

Somewhat Well

Not very well

2. In what capacity did you know the student? (Check all that apply)

 Served as the student's instructor Served as the student's faculty advisor Worked together on a project Know personally outside of class

3. Please rate the student on the following factors on a scale from 1 to 5. (1 = poor; 5 = excellent, circle number).

Educational Learning 1 2 3 4 5

Initiative 1 2 3 4 5

Leadership 1 2 3 4 5

Dependability 1 2 3 4 5

Judgment 1 2 3 4 5

Verbal communication skills 1 2 3 4 5

Written communication skills 1 2 3 4 5

Potential for development 1 2 3 4 5

**EVALUATOR**

Name \_\_\_\_\_

Position \_\_\_\_\_

Address, Phone and Email Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_