**How to Write a LinkedIn Recommendation for your Intern**

Please modify the text below as you wish, and feel free to add some personality to it too. There are placeholders for details about the student and the internship so be sure to change those. You’ll also find some best practices for LinkedIn recommendations within [this article on muse](https://www.themuse.com/advice/your-5minute-guide-to-writing-an-amazing-linkedin-recommendation).

Introduction:

I am the JOB TITLE at HOST ORGANIZATION NAME and it is in this capacity that I would like to strongly refer STUDENT NAME.

I have had the great privilege of supervising STUDENT NAME during their internship as the JOB TITLE from DATES (or # months this summer). His/her main duty/project was DESCRIPTION/PROJECT NAME.

Some options for highlights:

* List 2-3 positive personal/professional attributes. Examples:
* He/she is genuinely kind and caring individual who communicates well with his/her peers and supervisor.
* He/she is an excellent team player and he/she works well in a group.
* He/she assumes responsibility and is open to the feedback of others.
* He/she is extremely open-minded and strives to self-improve.
* Describe something that they did well in depth. Example:
* He/she provided detailed and important feedback that improved our social media communication plan and the way that we connect with our audience.
* Include a personal aspect that’s beyond the job description.
* A memorable moment was when Student Name...
* I am certain that STUDENT NAME would excel in their future personal and professional endeavours.

Example:

Chris is motivated to do his best, enthusiastic about his work and confident in himself. I’m the Experiential Learning Lead at Concordia University and I had the pleasure of supervising Chris during his internship in the summer of 2020 as the Co-designer for a new experiential learning program. Chris provided the student perspective in developing and testing a variety of support tools in our onboarding and follow-up processes. I enjoyed working with him because he isn't afraid to ask questions for more clarity, and he checks in regularly to ask for feedback on his work. These qualities are crucial when creating an entirely new program and for working iteratively to make improvements during implementation. He’s been flexible as new priorities have arisen and he’s been able to adapt to many changes along the way. The bottom line is that Chris works hard and I’m certain that he would excel in his future professional endeavours.