



## **Letter of Recommendation for CAPA Global Internship Program Guidelines**

**CAPA requires applicants to provide two letters of recommendation to accompany their internship application. CAPA prefers that students provide 1) one recommendation from an academic reference such as a professor or school administrator, and 2) one recommendation from a current or previous employer. If the student has not been previously employed, they can obtain a letter of recommendation from a volunteer work placement or supervisor from an extracurricular organization.**

### **Academic Recommendation:**

- Include comments on class performance, intellectual abilities and potential to be a successful intern.
- If they are applying for an internship where a foreign language will be required, discussing their language level and their potential to use the language in a professional setting

### **Professional Recommendation:**

- Discuss their professional abilities, skills and aspects of their personality, that will positively contribute to their prospective international internship placement

### **General Advice**

#### **Do:**

- Address general: "To Whom It May Concern"
- Include how long you've known the student and in what capacity
- Discuss whether you are an academic or professional reference and then refer to their academic/professional skills that stand out to you
- Translate how the skills the student has demonstrated in the capacity to which you have known them will translate to an internship abroad. Please keep this general unless you are aware the student is looking for an internship within a specific industry or sector.
- Lastly make sure to write this as if you are writing to a specific organization or company, our internship coordinators compile all the students documents and send it out to prospective sites so it shouldn't be addressed to our organization or as a letter of admission for the program, the student has already been accepted and is guaranteed a placement – this letter is used in application to specific sites.
- Ensure feedback is of a positive nature
- Include your job title, company name and contact details in your sign off

#### **Don't:**

- Don't write a recommendation addressed to CAPA
- Don't write a recommendation for the program
- Don't focus on your personal relationship/make it too familiar, remember to focus on their skills that make them attractive for an internship
- Don't make it too long or too short – 3 or 4 paragraphs is enough, however a few lines do not provide enough insight into the student.  $\frac{1}{2}$  -  $\frac{3}{4}$  of a page is a good guideline.



University or Business Address

Date

To Whom it May Concern,

I'm writing to recommend Suzanne Sanchez for an internship with your organization, Suzanne is a Business Administration major at University X and taking a minor in Spanish. Suzanne was a student in my "Digital, Social & E-Commerce Marketing" course this past spring semester and I currently advise her in the Women in Business Organization – I am impressed with her as a student and would strongly recommend her for an internship in London.

Suzanne performed well in my class and was always keen to contribute to group discussions. She always asked well thought out questions to understand the subject matter in greater detail. I was impressed with her course knowledge and it was wonderful to see her put her knowledge into practice in the Women in Business Organization on campus. As part of the Women in Business Organization she has mentored students on campus in the Business Department, and helped organize events connecting alumni with current students. She has demonstrated excellent communication skills through recruiting members and collaborating with faculty.

Suzanne is dedicated, hard-working and committed to producing quality marketing content, both through publications and social media. She is a creative individual who is always seeking opportunities to learn and further develop her skills. For all of these reasons I support her candidacy and know she will be an asset to your organization. Please do not hesitate to contact me for further questions.

Sincerely,

Jane Doe  
Associate Professor, Marketing Department  
University  
123-456-7890, office | [jdoe@university.edu](mailto:jdoe@university.edu)