

[Your Name]  
[Your Job Title]  
[Company Name]  
[Date]

To Whom It May Concern,

I am writing to formally recommend [Intern's Full Name] for any future opportunities in Human Resources or Recruitment. [Intern's Name] recently completed a [Number]-month internship as a Talent Acquisition Intern under my direct supervision.

During the internship, [Intern's Name] demonstrated exceptional growth and a strong understanding of the full recruitment lifecycle. Their primary responsibilities included sourcing candidates through various job boards, conducting initial phone screenings, scheduling interviews, and maintaining our Applicant Tracking System (ATS).

Key achievements during their tenure include:

- Successfully sourcing and vetting candidates for [Number] open positions.
- Improving our candidate communication process, resulting in higher engagement rates.
- Assisting in the coordination of [Event Name, e.g., a University Career Fair].

[Intern's Name] possesses a professional demeanor, excellent communication skills, and the ability to handle sensitive candidate information with confidentiality. They are a proactive problem-solver who integrated seamlessly into our HR team.

I am confident that [Intern's Name] will be a valuable asset to any organization. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Company Name]