

Sample Letter of Evaluation from Supervisor

(Company address on letterhead)

(Date)

Dr. Mike Weigold
Associate Dean for Undergraduate Affairs and Enrollment Management
College of Journalism and Communications
Box 118400
Room 1000 Weimer Hall
University of Florida, Gainesville, FL 32611

Dear Dr. Weigold:

(Student) successfully completed his/her (fall/spring/summer, year) internship at (company). (Brief summary of department's functions/responsibilities/clients/etc). (Student) worked (total number) hours in this department under of the supervision of (name).

During the semester, (student) handled a variety of professional assignments, giving him/her hands-on experience with many responsibilities found in entry-level (web design) positions. Some of these projects included _____.

(Insert information about the projects, the specific tasks the intern worked on, and the knowledge/skills the intern acquired).

In my assessment, (student) came (well prepared/ unprepared) for the internship in terms of classroom knowledge of (web design), basic job skills, and work ethic. (Insert any additional information about the intern's skills and/or personal qualities).

If you have any questions or need additional information, I can be reached via email at _____ or via phone at _____.

Kind regards,

(signature)

Jane Doe
Job Title