

**XYZ Research, Inc.**  
123 XYZ Street • Los Angeles • CA • 12345  
Phone (123) 456-0000 • Fax (123) 456-0001

PLACE, DATE (dd/mm/yyyy)

### **Letter of Recommendation**

To Whom It May Concern:

I am very pleased to provide a reference for Mr. Scott Smith, born June 27, 1981, whose work I supervised during his internship at XYZ Research from DATE (dd/mm/yyyy) to DATE (dd/mm/yyyy). During this time, he worked in the research and development department with the characterization of serine proteases from different halo tolerant bacterial strains. His work comprised mainly biochemical, microbiological and molecular biological techniques.

His principle tasks were:

- preparation of different buffers, solutions and media
- cultivation of different halophilic bacterial strains
- optimization of the production of halophilic extra cellular enzymes by these strains
- measurement of enzyme activity at different growth phases with different assays
- measurement of the influence of different inhibitors on secreted proteases
- cloning the genes of interest.

Mr. Smith always showed a good knowledge of laboratory techniques and a sound theoretic background as well as a strong interest in research. During the analysis and the presentation of his collected data, he demonstrated profound skills using different computer programs like MS Excel, Word and Power Point.

Mr. Smith was a pleasure to have in the laboratory, consistently showing his enthusiasm, excellent work, ethic, and positive spirit. These characteristics, together with the responsibility in performing the tasks entrusted to him, will allow him to be integrated well in any research group. I highly recommend Mr. Smith to any institution that is fortunate enough to have him.

Sincerely,

[Signature]

Mary Doe  
Head of Department, Research and Development  
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