

Sample Letter of Evaluation for MPA Student Internship

Date

Address

Dear Dr. _____:

This letter is to confirm that Jack Smith, a student in the Master of Public Administration degree program served as an intern in the City of Jacksonville, Department of _____ from January 7 through May 5, 2008. Jack was specifically assigned during his tenure to the Department Director's office.

Jack had, among his duties, research and tracking of legislative activities, tracking of the Director's outstanding items task list and all legal requests generated by the department. Jack also organized a procedure for creating, certifying and maintaining Standard Operating Procedure (SOP) manuals. This project required interaction with a wide range of departmental employees, as all were required to contribute an SOP for their position to this project. This task, in particular, required a high degree of organizational skills, tenacity and persistence.

We have been very pleased with the work Jack has accomplished in his internship with the department. He has demonstrated a good working knowledge of government and administration, a sense of purpose and professionalism and solid decision-making skills. He has been a pleasure to work with.

If I can provide you with any additional information, or if you have any questions regarding Jack's work with this department, please do not hesitate to contact me.

Sincerely,

Director