Date:

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr./Ms. **[Student name]** has worked as a **Human Resource Intern** from **[Date]** to **[Date]** in our organization’s summer internship program.

His/her day-to-day job responsibilities include :

1. Posting job ads in various job portals and social media platforms
2. Sourcing candidates from different job portals.
3. Reviewing resumes of potential employees.
4. Arranging interviews with shortlisted candidates
5. Support employee engagement activities.

During his/her tenure, we found him/her dedicated and keen learner. We wish him/her good luck in his/her further career.

For the “**Company name**”,

Authorized Signatory.