



Part A – Introduction

Upon completion of the internship, a Record of Achievement must be completed on the letterhead of the Organization and signed by the Intern Supervisor. This will document the tasks, projects, trainings, certifications, etc., that the recovering Service member participated in or completed while at the Organization.

The purpose of the Record of Achievement is to provide the recovering Service member with:

- Documentation of their time and accomplishments,
- A tool to use as they begin their career search and transition to the civilian workplace,
- Documentation to provide to their military unit for addition to their annual review.

Part B – Instructions

1. Use the Intern Development Plan as the base document for the Record of Achievement.
2. Document the achieved goals and action steps taken during the internship.
3. Comment on at least five of the following areas:
 - Communication skills, verbal and written
 - Problem solving skills
 - Professional or technical skills
 - Interpersonal and teamwork skills
 - Character attributes
 - Initiative
 - Creativity
 - Dependability, punctuality, attendance
 - Major strengths of the intern

Part C – Template

To Whom It May Concern:

I am very pleased to recommend **[INSERT INTERN NAME HERE]** for a position within your organization. I know **[NAME]** to be a responsible and responsive employee who will bring dedication and expertise to your office and mission.

I had the pleasure of supervising **[NAME]** when **he/she** was an intern in my office, **[INSERT OFFICE NAME HERE]**. While interning with us, **[NAME]** supported several aspects of our operation including, **[INSERT JOB DUTIES HERE]**. **He/she** was always professional, engaged and willing to take on any challenge. I think these are attributes any employer would feel lucky to have.

In particular, **[NAME]** showed great aptitude in the areas of **[INSERT SKILL AREAS WITH SUPPORTING EXAMPLES]**.

Our organization benefitted greatly from having **[NAME]** as part of our team, and I know your organization will too. If you have any questions about **[NAME's]** skills or performance, please do not hesitate to contact me.

Best,

[Signature]