

August 1, 2012

To Whom It May Concern:

It is my pleasure to write a letter of recommendation for a student intern, Jessica Bahling. I had the opportunity to work with Jessica for about 20 hours a week for 6 weeks. I enjoyed working with and observing Jessica during her London Internship in the summer of 2012.

Positivity is one of Jessica's strong suits. Even with stressful projects, she is able to stay calm and push forward. She has a down-to-earth, confident and friendly personality and I always enjoy conversing with her. She has been helpful with our projects and has had some great ideas. I can tell that she works hard and focuses on the task at hand in order to get the project done. Jessica always asked questions when she needed help or clarification. Every day, she was prompt and ready to work. She was also very flexible with her hours and was available when I needed her for a deadline. On one occasion, I asked her to work a day when she was not scheduled to and she gladly agreed to come after her morning class she was taking at the time. Whenever I needed her to work late, she stayed, and I allowed her to leave early at times as well when the projects were at a minimum.

Jessica still needs time for her work to be chosen by clients, but I have seen improvements in her work and her understanding of what clients want. If she keeps working hard and practicing her skills, I have no doubt that she will become a very successful designer when she advances her understanding in the field even further. Jessica got the opportunity to come with me to a client's office and she got the feel for how that is like. She is also now acquainted with the steps beyond just the design of a website and has the experience of communicating with a web developer in order to advance the project professionally. I believe it will be rewarding for her to see the finished websites when they are finally up and running.

Overall, Jessica has been a joy to work with and I only wish she could stay in the office longer. Jessica will be an asset to any employer and I recommend her for whatever career path she chooses to pursue. If there are any questions I can answer, please feel free to contact me.

Sincerely,

Joanna Eatwell

A handwritten signature in black ink, appearing to read 'Joanna Eatwell', written in a cursive style.