

April 9th, 2017

Dear Hiring Manager,

This letter serves as my genuine support for Alejandro Jaime's application to a position at your company. I had the pleasure of managing his internship and met with him regularly to discuss his role and responsibilities. Alejandro always displayed a high level of interpersonal and communication skills and was especially impressed by his sincere desire to learn from and add value to an organization.

As an Administrative Intern at Road Rebel Entertainment Touring, Inc. in March 2017 he was responsible for revenue projections, production close out reports and helped with administrative duties that required multitasking, time-management and working independently as well as within a team. Additionally, he displayed a high level of integrity, attention to detail, was a quick learner and added valuable input in meetings.

Being a Finance major and analytical thinker, Alejandro brought a new perspective to the department and helped streamline a reporting process as well as helped develop a training manual by providing research. In the short time he was here, Alejandro assimilated very quickly into the office environment and was well liked. I am confident that he will be an asset in whatever role he pursues.

Please feel free to contact me if you need additional information.

Best Regards,



Karla Mexia
Administrative Manager
Road Rebel Entertainment Touring, Inc.
619-640-1001
karla@road-rebel.com