



October 6, 2015

To Whom It May Concern:

I am pleased to recommend Josh Cockrell for an internship position in your organization. I was one of Josh's mentors for his internship at Microsoft during summer 2015, and I was impressed with the enthusiasm, effort and skill that he brought to the position.

The internship program that Josh was a part of was Microsoft's Explorer Intern program, in which students work in a team of three interns, rotating between Program Manager and Software Developer roles as they work on a single project over the summer. The team's project this summer was to work with big data analytics to create a dashboard to enable the Microsoft Edge team to track key metrics of product usage in the field. Success in this internship requires the ability to learn new skills quickly and to communicate and coordinate well as a team, all of which Josh did extremely well.

In the Program Management role, Josh kept the intern team and Edge product stakeholders apprised of status via clear, concise, and actionable daily updates. In the Software Developer roles, Josh quickly ramped up on unfamiliar technologies, and wrote clear documentation on how to use them, which assisted the other interns when it was their turn to transition into those roles.

At the end of the internship, Josh was responsible for the check-ins that would ultimately take the project live. This required daily interaction with a partner team within Microsoft to discuss feedback on the code and negotiate which changes could be made by the team, all with the end-of-internship "ship" date looming. This is a challenging scenario even for full-time employees, and Josh's persistence, effectiveness at communicating with the partner team, and enthusiasm for the project enabled the team to ship their project successfully.

I'm certain that Josh will be a valuable member of your team. Should you have any questions, please feel free to contact me at the email address below.

Sincerely,

A handwritten signature in black ink, appearing to read "Stefanie Tomko", with a long horizontal line extending to the right.

Stefanie Tomko
Senior Program Manager
Microsoft Edge
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