

COPY SOLUTIONS, INC.



6/1/2021

RE: Letter of Recommendation for Isaac Silva

Dear Sir or Madam,

I am pleased to write this letter of recommendation for Isaac Silva and his many accomplishments achieved here as a Computer Science Intern. As the Intern Program Manager here at Xerox | Copy Solutions Inc., I had the pleasure of overseeing and working with Isaac for the number of months he interned here at our organization. When Isaac joined us, he quickly exceeded our expectations and worked with professionalism on his assignments and projects. He is a focused and determined individual that applied his knowledge well into our fast-paced environment.

Isaac's ability for understanding administrative tasks and working relations among interns and employees is proven evident in his work. Throughout his time here, I have seen him develop his skills in Computer Science to exceed our expectations. Not only did he do his daily responsibilities, but he also improved the productivity of his responsibilities by implementing efficient procedures to increase work accuracy and project performance through his solid organizational and project planning skills as well as his excellent written and verbal communication skills.

He worked on various assignments throughout the duration of his internship, which included, but is not limited to: supporting the IT team in the maintenance of hardware, software, and other systems, as well as assisting in the development of new desktops, servers, or applications. He has learned quickly how to integrate his abilities with our organizational objectives and excels at what he strives to accomplish.

I strongly recommend her for an employment position at your company. If you wish to have further information regarding Isaac Silva, please feel free to contact me at 323-307-0900 ext. 110 or via email at diana.k@copysolution.com

Sincerely,

Diana Ko