

香港 九龍 紅磡 香港理工大學  
The Hong Kong Polytechnic University  
Hung Hum Kowloon Hong Kong  
Tel (852) 3400 2868 Fax (852) 2994 8721  
E-Mail [ccoffice@polyu.edu.hk](mailto:ccoffice@polyu.edu.hk)  
Website <http://www.polyu.edu.hk/hkcc>

院長  
梁德榮 博士  
Director  
Dr. Simon Leung  
*PhD, MBA, BSocSc, FCPA, FCCA, FCMA, FCIS, FCS*

TO WHOM IT MAY CONCERN

20 October 2023

Dear Sir / Madam:

PUN Kate Cruz

I am writing this reference at the request of Miss PUN Kate Cruz. She has asked me to provide this general reference letter so that she may show to any prospective School.

I have known Kate since September 2022 in my capacity as her Programme Leader of the Associate in Information Technology. Kate has consistently achieved good academic performance and possesses strong capabilities in adaptability, work ethic, and a willingness to learn. She has obtained the Microsoft Azure AI Fundamental Certification in 2022 and has been selected for the Leadership and Communication: Student Ambassador Programme 2022-23 at HKCC. Additionally, she has gained valuable experience working as a part-time project administrator and IT helpdesk support contractor for United Overseas Bank since May 2023.

In light of the above, I would highly recommend Kate to study in your School. Should you require any further information about her, please feel free to contact the undersigned at 3746 0435 (office) or [ken.tsang@cpce-polyu.edu.hk](mailto:ken.tsang@cpce-polyu.edu.hk) (email).

Yours truly,



Dr Ken Tsang  
Senior Lecturer & Programme Leader, Associate in Information Technology