To whom it may concern,

I am privileged to write this supporting letter for my staff member and friend, Zhang Yichao. Ms. zhang interned in our bank for close to one year, during which time I witnessed her crave for further study in Finance and also her great growth potential in this area.

Although Ms. zhang’s undergraduate major is not directly finance related, she learns quickly to adapt to her job and assignments, successfully managing her time and work under strict deadlines and recognizing the importance of a strong work ethic and persistence in this special field. Moreover, the background of computer science gives her a favor in improving the work efficiency. In this global information age, both economic growth and individual opportunities can never be separated from computer technology, especially in the finance field. So in most of the assignments, Ms. zhang has gone beyond expectations, and has out-shined all others in his peer-group at our bank.

Besides being a responsible and hard-working person, Ms. zhang shows a strong team spirit. In our bank, we often allocate tasks to groups of new staff members and interns. During their discussion, I found that Ms. zhang scarcely spoke aggressively at the beginning, instead, she listened and took notes. Then she made a summary with her opinions of other’s ideas and her standpoints were always sincere and clear. Therefore, I know she is actually a really active girl who knows how to communicate and cooperate with no offence.

It is a pity that Ms. zhang is leaving our bank, however, I am excited to see she goes on a journey between who she thinks she is and who she can be. I am sure that she will find the keys to continue the journey of further education in financial engineering and never give up the passion and apply the knowledge to practice in the future. That is why I sincerely recommend Ms. zhang as the ideal candidate for the financial engineering program in your university.

Sincerely yours,

Zhou Shengfang

Business Manager