



January, 2019

To Whom It May Concern:

It is with great pleasure that I write this reference letter for Minji Kim. I have been Minji's immediate supervisor/manager since May of 2018 and I hope this letter provides adequate information in support of her job applications.

Minji has been an absolute joy to work with. She is very pleasant and courteous to not only myself but also to every personnel within our organization. Minji has demonstrated during her internship with CVE Technology Group Inc., the character and qualities that you look for in an employee. She is always punctual and finishes her task without constant supervision. She has shown excellence in her product knowledge and has abided by the process/procedure set forward by the company. She has shown through her temporary position, excellent leadership and management skills which allowed her to work efficiently with not only department's managers and executives, but also within her team's supervisor and employees. During her last months of internship, she led a team of 30 employees and increased productivity by 27%. Along with this great accomplishment, she possesses the passion and dedication towards her work, and displayed her ability to provide solutions to issues that occur on a daily to weekly basis.

At the end, I would like to summarize Minji Kim as a promising employee that is confident and intelligent. She has been a valuable employee that carries a wealth of knowledge and I believe that it will be very hard to find someone in the marketplace who will be able to do what she has done consistently well during the past year. As her internship is scheduled to end February 2019, I hope that you can find this reference of Minji Kim as a recommendation for her future job application. If you would like additional information about Minji Kim, please reach me directly via Cell Phone or E-mail below.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jung soo Lee', is written over a large, faint, blue watermark of the letters 'CVE'.

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