

September 16, 2020



William Zhao
Velocity English
Level 21, 207 Kent st,
Wynyard, Sydney, 2000

To Whom It May Concern:

Subject: Reference Letter – Shanzheng Liu

It is my pleasure to offer my personal recommendation for Shanzheng Liu who has completed an internship at my company. Velocity English is an English Education Company that specializes in providing PTE/IELTS/CCL and Business English courses. I've worked with him for several months and can confirm that he is a responsible, skilled, thoughtful, and thoroughly professional Information Technology expert, which I will briefly elaborate on below.

Shanzheng did extensive work for my company in the area of web development and daily server maintenance. At the beginning of his internship, I assigned him to a major website development project that was about halfway complete.

His job within the team was to develop a completely new Website as a backend website engineer. He was also required to lead team members from IT department during the construction of the website. Shanzheng proved his worth time and again with strong coding skills, perfect logic designs and excellent teamwork ability. He also aided our previous web server in building many effective and practical functions that we have already put to use in several marketing campaigns.

I have been consistently impressed with Shanzheng work ethic and his enthusiasm for the job. He has stayed back unbidden on multiple occasions to complete tasks and to help his fellow interns. He is willing to spend his own time on research which can improve his performance; and he has demonstrated a strong ambition to take on more responsibilities in the projects which were assigned to him. I believe that these are the qualities that make him an excellent choice for your firm.

You are welcome to contact me on (+61) 450 686 824 and I will happily answer any other questions you may have.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'W Zhao', written in a cursive style.

William Zhao
CEO Velocity English