

Marcus Seah  
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### **Testimonial Letter for Stephanie Tan**

**To whom it may concern,**

I am pleased to provide this letter of recommendation for Stephanie Tan who served her internship at our company, being involved in multiple areas including E-commerce management, social media marketing, graphic design, social media content creation including idea generations, maintenance of Wordpress websites as well as sales by serving customers.

In terms of daily operations, we have observed strong performance in her daily tasks, and we progressively assigned more challenging projects, entrusting her with more important roles requiring independent thinking which she continued to handle well.

She has a well-rounded skill set, and is able to handle diverse tasks and contribute efficiently across different departments. Stephanie works effectively and quickly in completing tasks assigned to her, including meeting deadlines and KPIs. On top of this, we appreciate that Stephanie takes the initiative to communicate and clarify with her colleagues or managers on tasks.

She learns fast and shows a great interest in her work. We are pleased that not only has she displayed professionalism in handling her work, she takes her job seriously and has learned many new skills throughout her period here that would be beneficial to her beyond this internship including technical and soft skills.

Stephanie displays a strong sense of responsibility, and has always ensured that the job is completed up to standard. She does more than she is required, is dependable, hardworking, and focused on her work, she also learns fast and put a lot of attention to detail into her work.

Stephanie has also displayed commendable abilities in handling these unexpected customer visits, and even going as far as being able to close sales. This does not only display the willingness to do more than her required tasks, but also displays effective communication, sales and interpersonal skills which is a vital skill in any job or work environment.

In terms of soft skills, Stephanie shows good communication skills, and gets along well with her colleagues.

Overall, we are happy with her performance at our company and I hope this letter serves as a strong letter of recommendation for her. Do please feel free to contact me should you have any queries.



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