

From: [REDACTED] <[REDACTED]>

To: "jeffrey E." <jeevacation@gmail.com>

Subject: [REDACTED]

Date: Tue, 28 Jul 2015 02:41:15 +0000

Inline-Images: image1.jpeg; image2.jpeg

Hello, Jeffrey!!!

Sorry for such a short email response last week I was very busy with school and internship. However, last week was the last of the internship, I completed six week and I want to say thank you again for helping me finding it. I couldn't wish a better time , I learn a lot and made new friends, everybody was extremely nice to me, before I leave they gave me a gift and a pay check even it suppose to be unpaid internship as we agreed at the very beginning. I've got a little taste of bookkeeping and accounting and like it a lot! Hope you are doing great!!!

Thank you!!!

Kisses

TEL: [REDACTED]
FAX: [REDACTED]

07-24-15

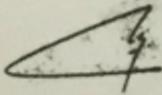
To Whom It May Concern

I am writing this recommendation letter for [REDACTED] who completed a six weeks internship in [REDACTED] during the summer of 2015. [REDACTED] has been an exceptional intern. Throughout the internship, she demonstrated excellent writing and verbal communication skills, she is extremely organized, and punctual. She can work independently, and she is able to effectively multi-task to ensure that all assignments are completed in a timely manner.

During the internship [REDACTED] assisted in audit procedures, and helped with various office work. She learned how to create financial transactions and post the information to Quickbooks. She learned how to reconcile accounts to ensure their accuracy.

[REDACTED] would be an asset to any employer and I recommend her for any endeavor she chooses to pursue. If you need any additional information, you can contact me.

Sincerely,



[REDACTED]

Hi
By

NICE TO KNOW YOU
EVEN FOR A SHORT TIME

Wish u all the
Best
Shams

Best of Luck
in your Journey
Tanaya

Good Luck in all you
do. Kellie

All the Best
in your future
endeavors! But

I will miss you the most
I hope all your dreams come
true
Good Luck!!!
Roo h 

It was a pleasure
working with you.
Good luck &
plz. eat more!
- Annab