



October 8, 2013

To Whom It May Concern,

This is a letter of recommendation for Sarah Graham. Sarah was a paid full-time intern in our firm for a part of the summer of 2013. We are an executive search boutique, specializing in the financial services markets.

When we hired Sarah, we told her that her role would be varied and would include some task work and, hopefully, some more interesting assignments. We also told her that any one of seven different people might ask her to do a project. One of the more impressive things about Sarah was her flexibility in taking on a range of assignments from the tedious, such as organizing the supply closet, to the creative, in helping us re-design our primary marketing brochure. She was also able to juggle requests from several of us at one time. Two other qualities that Sarah demonstrated were the speed and the accuracy with which she worked. An example of this was her research on recruitment firms that use crowdsourcing technology; she was able to take an ill-defined request for market intelligence and prepare a well-constructed report that summarized her findings and included specifics on the firms in this business area.

Many of Sarah's assignments were research based. Some of these were probably similar to the research she would have done for school work; but she was also introduced to the subject of searching for people. Since our candidates all work in the financial services industry she had to absorb what she needed to know about the arcane language of this marketplace in order to help us to gather relevant information.

Sarah also provided marketing communications support in the form of working on presentation formats and some work on the use of social media by our competitors. She was able to create a marketing plan tickler system for me as well.

The objective of Sarah's internship was to provide her with exposure to how a small business like ours works. She has considerable understanding of business from her prior experiences. In this case, she was exposed to a service business that is a partnership. She was interested in learning how this business operates. Without reservation, I would recommend Sarah for future internships and work. Over 30 years of work experience, in large banks and now in this small firm, I have had many interns and trainees; my expectations of what Sarah could do and how she could do it, were very much exceeded by her actual performance. She is welcome here at any time.

Yours sincerely,

Amy Elizabeth Russo
Managing Partner