

Dear Hiring Manager,

I am pleased to write a letter of recommendation for Kate Sutter. I hired and managed Kate as an intern with the BBC Worldwide Americas Research & Insight Department in the Fall/Winter 2014.

I had the opportunity to work closely with Kate and evaluate her projects throughout her internship. One of her main responsibilities was the preparation of a weekly report with senior-executive-level distribution. She demonstrated great poise, thoroughness, and an ability to distill complex thoughts into readable, digestible summaries. The projects Kate worked on were highly detail-oriented, using complicated third-party platforms with many variables to follow and cross-referencing dense spreadsheets to draw thoughtful conclusions. She was a quick learner, and only needed to be shown once how to perform a task. On the few occasions where she made a mistake, she owned up to it and was contrite. In my experience, not an attitude shared by many in her generation.

Kate was an outstanding communicator, highly independent, and needed little review of her work once trained. She took thorough notes in training and very helpfully expanded and detailed the instructions sheets we had prepared for interns. When stumped by an issue, she would troubleshoot and seek out more information on her own before reaching out for help. One-off projects were completed efficiently, and if we had explained end goals, she would often, on her own, attempt to take the next step with analysis or formatting.

Further, Kate comes off as competent, polite and professional but with a casual manner that puts colleagues at ease. She was a hard-worker with a pleasant presence in the office and fit well with our team. She is well equipped to meet any challenge and will add significant value to any team. Compared to the interns I have worked with previously, I would rate her among the top 5%. As such, I strongly endorse making her a member of your team.

Sincerely,

Jessica Puig

A handwritten signature in black ink that reads "Jessica Puig". The signature is written in a cursive style with a large, sweeping flourish at the end.

Research & Insight Senior Analyst
BBC Worldwide Americas