

**strategy  
sprints**



TO WHOM IT MAY CONCERN

Date: May 20th 2020

## LETTER OF RECOMMENDATION

Dear Sir, Madam,

I am pleased to write this letter of recommendation for Anson Ng, who has been an intern in the podcast operations team of Strategy Sprints February-May 2020. His main responsibilities were to render support to our podcast, the Strategy Show, and to approach new interview guests.

Regarding his main responsibilities as an intern, I appraise Anson for a neat and smooth writing style in English, demonstrated through his personalized outreach emails with conviction and clear reporting formats in his weekly reports. Besides, his adaptability to the work environment is well-applauded as he shows initiative to familiarize himself with the format of our show and keep our podcast database as organized as possible.

I am strongly impressed by Anson's strong sense of responsibility and his committed attitude at work. Anson is constantly keeping the team updated about his progress and making concrete suggestions to improve email conversion rates.

Finally, I believe the skill-sets that Anson possesses will be an asset to any organization as the ability to communicate with stakeholders is of paramount importance in the business industry. Anson will not disappoint you with the ability to work under pressure and a thirst for improving himself.

Sincerely,



Simon Severino  
CEO Strategy Sprints GmbH