



imagination at work

General Electric Company
GE (China) Co., Ltd. – XXX
XXX XXX XXX Road
Beijing 100176 China

January XX, 200X

To whom it may concern:

I was the supervisor for Mr. XXX during his summer internship at GE XXX. The internship was a full-time position in China XXX XXX team with duration of three months.

Mr. XXX was responsible for XXX system issues such as implementation testing of the new version of XXX applications, documenting system-related business processes, and user trainings on system concept, operation and work process.

Mr. XXX could easily complete the assigned task in the given time. His work was extraordinary and exceeded our expectations. He has extensive knowledge in XXX management and XXX business, and learns things very fast. He is a highly motivated individual with great technical expertise.

I was very pleased with the professional manner in which Mr. XXX approached this internship. He assumed each task with enthusiasm and commitment to the highest level of quality. I am confident that his combination of intelligence, perseverance, creativity, and compassionate character will certainly make him a valuable member of your academic program.

Please feel free to contact me if you have any questions.

Yours sincerely,

XXX XXX
XXX Manager
GE XXX
XXX@ge.com