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RE: Letter of Recommendation - Norman Khan

To whom it may concern,

I am writing to express my support for Norman Khan's application for an internship with your establishment. As Norman's supervisor during his student internship with UBS in the summer of 2013, I met with him frequently to assign responsibilities and follow up on the respective deliverables.

I was very impressed with Norman's technical skills, initiative and ability to deliver on time. In the two weeks spent with us, Norman delivered several small projects which contributed to our daily reporting process – some of which are still used today. He leveraged his knowledge of Microsoft visual basic to create an excel macro to extract data from a SharePoint list and format it such that it could be used within a management information report. He also worked on a web page which became the foundation for an ongoing "Frequently Asked Questions" style knowledge management portal. Outside of those project deliverables, Norman was also very keen on learning as much as he could about the organization, the team's roles and responsibilities as well as how the bank makes money and contributes to the global economy.

Beyond his technical skills, Norman left a mark with his open minded and jovial personality. He is very articulate and well spoken. Norman's charming personality and ability to get the job done would certainly make him an asset to any firm. I strongly believe that Norman has the potential to go above and beyond in any capacity.

Kind Regards,

A handwritten signature in black ink, appearing to read "Kevin Persel". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Kevin Persel  
Director  
Risk Change Analytics & Architecture