

January 23, 2019

Kristen Himes
Purchasing Manager
Westfalia Technologies Inc.
3655 Sandhurst Drive
York, Pa 17406

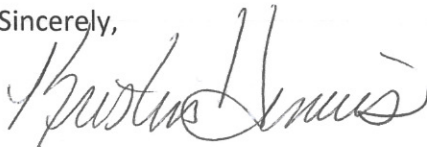
To Whom it May Concern,

I gladly write this letter of recommendation for Jennifer Seabra and her accomplishments as a Purchasing intern for Westfalia Technologies during the summer of 2018. As the Purchasing Manager I had the pleasure of working with and overseeing Jennifer on a variety of Purchasing initiatives for the four months she interned at our organization. When Jennifer joined us, she did not have first-hand experience in Purchasing, but she quickly exceeded our expectations by completing new and challenging projects at a professional level.

Jennifer is efficient, detail-oriented, and eager to learn. She often successfully finished tasks before the deadline. Among other things, Jennifer utilized her advanced skills in Excel to develop several reports to include pivot tables, advanced formulas and data tables, She created and updated work instructions to coincide with our standard operating procedures, and she worked in our ERP system completing request for quotes to Suppliers.

As you consider candidates for your internship, I encourage you take a serious look at Jennifer Seabra. You will find her to be extremely competent, dependable, and a pleasure to work with. Should you have any further questions, I'm available via email at khimes@westfaliausa.com or by phone at 717-764-1115 x125.

Sincerely,



Kristen Himes