



December 22,2020

Pando - Marketing Intern Position  
London, UK

***Recommendation Letter: Caleb Fouss***

To Whom It May Concern,

I am Shelly Thompson, the owner of Hydro-Vac, Inc. I am writing this letter to make a great recommendation for Mr. Caleb Fouss, a very talented individual who wishes to apply and be hired by your company.

With great confidence, I can highly suggest Mr. Fouss as a qualified applicant for the available position of Marketing Intern. Caleb has been our company's office assistant and marketing intern since June of 2019. He was in charge of assisting me in all areas of bookwork and organization of the company. He designed our company business cards, maintained our Facebook site, and is in the process of launching a new website for us.

Caleb has great organizational leadership qualities. He is an imaginative and committed employee who reliably performed his responsibilities, and strives to learn every day. His teamwork attitude is more than I could ask for of an employee. He stepped into our company, with little knowledge of our specific scope of work, and researched his way to being very well informed and knowledgeable on the different aspects of what our company does and has helped in creating a marketing plan for our future.

I believe that Mr. Fouss would be a significant resource for your organization and has my highest recommendation. In closing, let me say that your institution deserves such a person as Caleb Fouss, to implement your projects flawlessly and in a timely and efficient manner.

With great thanks,

Shelly Thompson  
Hydro-Vac, Inc.  
President