

To whomever it may concern,

I am writing to you today to recommend Han Xin Ying to work in your company as an intern. Xin Ying has worked under me as a nutrition intern at FrieslandCampina Development Centre AMEA PTE. LTD. from January till April 2022. She was involved in product development such as recipe formulation from a nutrition perspective. I would like to first start off by listing down the reasons why I feel Xin Ying should work as an intern in your company.

Xin Ying is a highly driven individual who is eager to learn and approaches every task with a curious mind. She is adaptable and willing to learn new things. Her adaptability was exemplified in the workplace where she was able to accomplish tasks given to her. In spite of coming from a food technology background, she was able to learn how to contribute to product development from a nutrition perspective despite not having prior experience.

She is eager to explore areas outside of her job scope, seeking opportunities from other departments within the company in order to enrich her internship experience. She shows great initiative, joining a team within the company to organise activities for her fellow interns and displays excellent communication skills via working with the team. She is an excellent team player in the company being able to assist in the tasks given to her. Furthermore, she has excellent report writing skills which she displayed while writing a report on a topic regarding innovation into plant based infant formula.

As such, given the reasons as stated above, Xin Ying proves to be an excellent candidate to consider as an intern in your company.

Yours sincerely,

*LooWee Chia*

Sr. Development Specialist