

Kimberly Kauffman
The Kauffman Group
208 I Street, NE
Washington, DC 20002

To Whom It May Concern,

Please consider this letter to be my strong recommendation for Ethan Brubaker regarding any position that he feels matches his career objectives and skills. Ethan has worked as an intern for The Kauffman Group for over the last two years. During that time, he has taken on a diverse set of responsibilities. Ethan has assisted in preparing for and executing numerous political fundraising events - including performing research for briefings, contacting invitees, tracking attendance, and recording data into a tracking database. He has also prepared invoices and worked with full-time employees to properly track and code money that has been fundraised. Ethan has also researched and created call briefings and staffed call time with various United States Senators.

Ethan can be trusted to fulfill responsibilities and represent any organization in a professional manner. He has continued to demonstrate his attention to detail and motivation to produce quality work. Coupled with his desire to learn, Ethan is able to apply his knowledge to any task he is assigned and effectively communicate information to co-workers, clients, or outside individuals. As a result, we have trusted his ability to use what he has learned to train other interns at The Kauffman Group.

It is without hesitation that I highly recommend Ethan Brubaker for any position he seeks as he would be an asset to any organization. If you have further questions about Ethan, please do not hesitate to contact me at (202)544-7708 or kim@kauffmangroup.net

Sincerely,

A handwritten signature in black ink, consisting of a large, sweeping curve that starts on the left, rises to a peak, and then descends to the right, ending with a small dot above the line.

Kimberly Kauffman
Founder and President, The Kauffman Group