

Date: August 23, 2024

To Whom It May Concern,

I am pleased to write this reference letter for Quang Hoang, who recently completed an internship at Lexa Records Holdings, a professional health records disclosure and management company. During his time with us, Quang demonstrated exceptional skills and a strong commitment to his assigned projects.

One of Quang's primary responsibilities was to learn and develop use cases for the company. He successfully created a comprehensive use case template that has become a valuable tool for identifying and prioritizing our technology upgrade projects. This template has streamlined our process and allowed us to make more informed decisions about where to invest our resources for maximum impact.

In addition to this, Quang conducted extensive research on our competitors and the latest industry technology trends. His insights helped us understand the potential impact of disruptive technologies on our business as we shape our growth strategy. Quang displayed a strong ability to analyze complex information and present it in a clear and concise manner.

Quang also took the initiative to review industry websites and best practices, ultimately proposing several changes to our website to enhance user experience and align with industry standards. His recommendations were well-researched and thoughtfully presented, reflecting a deep understanding of both our industry and our company's unique needs.

Throughout the internship, Quang consistently demonstrated a strong work ethic, a willingness to learn, and a positive attitude. He developed excellent presentation and research skills, which were evident in the high quality of his work. Quang's ability to communicate effectively and collaborate with team members was also a notable strength.

I am confident that Quang has a bright future ahead and will be a valuable asset to any organization he chooses to join. I highly recommend Quang for any position or opportunity he may seek in the future.

If you require any further information, please do not hesitate to contact me.

Sincerely,



Vivian Ho
CEO, Lexa Records Holdings
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