

Emily Roberts
880 Carillon Parkway
Saint Petersburg, FL 33716

To Whom It May Concern,

I would like to offer my reference for Sarah Avery, who worked with our team as a Marketing Management Intern from January to May 2014. During her time with us, Sarah exhibited autonomy, demonstrated accountability and strived for excellence in her work – three characteristics we look for in interns and associates.

Sarah worked on a number of product and communications projects during her internship. Some of her projects required her to correspond directly with our financial advisors. Her work contributed to major improvements to products and services for our key clients. She worked efficiently as we began a website migration progress. Without Sarah's help, the process would have been significantly more complicated.

Under limited supervision, Sarah worked with stakeholders throughout the department to manage a number of projects simultaneously with varying requirements and timelines. She completed projects on time or ahead of schedule, and was diligent to point out well ahead of time any challenges or obstacles she foresaw in meeting key milestones. Sarah also offered insights, had a positive outlook, and often took her projects one step farther than initially requested.

In addition to her ability to complete projects efficiently and with attention to detail, Sarah demonstrated a positive attitude. She was a pleasure to work with, and went outside of her comfort zone to network with senior managers and other associates. Finally, she strived to maintain a high level of professional development and responded positively to feedback.

If you have any questions related to Sarah's qualifications, please feel free to contact me at Emily.K.Roberts@RaymondJames.com.

Sincerely,

Emily Roberts
Raymond James Marketing