

**ANNA BROWN**

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December 15, 2014

Mr. Whitlow  
Whitlow Construction  
140 Johnny Mercer Blvd Suite #19  
Savannah, GA 31410

Dear Mr. Whitlow,

I really appreciate the opportunity you gave me to intern at Whitlow Construction. I understand it requires time and work to gather tasks for an Intern to do and to teach how to do them. I would like to thank you for teaching me business bookkeeping skills, and exposing me to what it is really like to run your own business.

I have learned a lot as an intern at Whitlow Construction. The skills I learned in bookkeeping and tracking expenses will transfer over to any job that I have and in keeping up with my personal expenses. I have also learned it is important in business to address problems as they arise because pushing them off will lead to greater consequences. Although I learned how to use Excel my freshman year, I have not used it since and had forgotten a few things. The project you gave me to do regarding homeowner expenses gave me a chance to refresh my memory with Excel. I also learned greater communication skills as in intern in your office. I have learned how to answer the phone in an administrative way and how to contact Comcast to address a problem. Most of all, I have learned how much work is required to own your own business.

I would like to thank you again for this great opportunity and for all the things you have taught me. I was proud to be an intern at such a great company. I think the skills I learned at Whitlow Construction will help me in any career or job I decide to enter. I am looking forward to going to college and pursuing a career where I will put some of these skills to use.

Sincerely,

Anna Brown