



March 28, 2018

To whom it may concern:

I am writing this letter of recommendation on behalf of Mr. Andrew Burch. Andrew began working for Consumers Energy over 3 years ago. As the lead for the CAP Department, I have watched Andrew grow and mature within his career. He has established strong relationships with not only his colleagues but also with his customers. Andrew has also developed strong leadership and interpersonal skills which are so important in today's business.

Andrew is well organized and consistently completes tasks on time and without error. He takes pride in his work and he is always looking for ways to improve our processes in order to be more efficient. Andrew is always willing to take time from his schedule to assist others. The technical knowledge that Andrew holds is unparalleled to many that I have seen in the company. His understanding of requests for the business to then turning them into perfect functioning reports is amazing, and has been an invaluable asset for the CAP Department.

Andrew's work performance as well as his personal accomplishments proves that he is highly motivated, dedicated, and fully capable of completing any task he sets his mind to. I am confident that Andrew would make a great addition to any company and would be a valuable member of your team.

Sincerely,

Mr. Chris Rohde
Team Lead, CAP Department
Consumers Energy
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