To Whom It May Concern:

This letter is to endorse Charles Whitman’s application for your MBA program. Charles has worked as an Junior Analyst in the Equity Research department here at JP Morgan from July 2015 to June 2017, during which time I oversaw his work and progress. I can personally vouch for his capabilities as an analyst.

As a Junior Analyst, Mr. Whitman’s responsibilities included creating and maintaining industry databases and financial models, and helping with report writing. In both his data work and report writing, Charles has always delivered his work on time and at a high quality standard level. Working closely with the department Associate, Charles always showed himself to be extremely helpful and capable of handling his own work-load without a need for excessive supervision. Furthermore, his positive attitude and professionalism set him apart during the interview process and were remarked upon in the office.

One arena in which Charles has demonstrated his talents in the field of investment is during our morning meetings. Every morning, we discuss current developments in the market and what where the major movements will be in our portfolios that day. On more than one occasion, Charles proved himself to not only possess incredible research skills in rapidly developing market areas, but to also have an instinct for the timing of buying and selling. Although his responsibilities erred more on the side of clerical work, Mr. Whitman was able to bring extra value to our department by sharing his view on the ever-changing market and our client profiles.

I fully support Charles in his decision to pursue an MBA and I offer him my highest endorsement. He has my utmost confidence that he will thrive in whichever area of business he wishes to pursue. Please contact me at the phone number provided below if you have any more questions regarding Mr. Whitman’s application.

Sincerely,

Bob Rothchild  
Senior Analyst