



27/03/24

Internship Completion & Reference – Jacob Gilbert

To whom it may concern,

This letter confirms that Jacob Gilbert successfully completed an internship with our business after completing his BA in International Business Studies at Keele University. Jacob completed 5 months with Little Island as an Intern placement, with our business based in Auckland, New Zealand.

Little Island is a market leading Alternative Dairy business operating in the Supermarket FMCG sector across Australia and NZ.

A summary of Jacob's key tasks and responsibilities during his time at Little Island follow:

Tasks and Responsibilities:

- Organizing and planning In-store product sampling events and keeping track of the sales conversion.
- Assisting in completing 70% of the verification report for Little Island's B Corp certification.
- Providing support in customer service by processing orders, vouchers and resolving customer issues.
- Assisted Marketing with social media posts and crafting Mailchimp marketing emails.
- Assisted in product launch campaigns, including press releases and marketing activations.

Jacob equipped himself well to product sampling, organising and completing event sales execution in-store. We observed his diligent approach to learning and completing all tasks on time.

Jacob also showed good aptitude to problem solving and hands on customer service skills. He managed a number of diverse tasks each day which required good organisation, time management and commitment to learning on the job.

We would recommend Jacob for his next employment opportunity and support his application with a verbal reference.  
Sincerely

Wade Gillooly

Managing Director

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