

Ace Handyman Services

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August 2025



To Whom It May Concern,

I am pleased to write this letter of recommendation for Jake Brecknock, who served as a summer intern with us at Ace Handyman Services out of our Oak Park IL office. During his time with our team, Jake consistently demonstrated professionalism, initiative, and a genuine eagerness to contribute meaningfully to our operations.

Jake's internship was comprehensive, and he took on a wide range of responsibilities with enthusiasm and efficiency. His tasks included making Google review and warranty calls, cold calling, and drafting customer thank-you cards—all of which helped us improve client communication and engagement. He also completed job review forms, helped install door handles, and created and distributed marketing flyers, showing a hands-on approach and attention to detail.

He showed a strong aptitude for organization and customer service by typing estimates, calling customers for estimate follow-ups, and assisting both our operations manager and office manager with various administrative tasks. In the process, Jake became proficient with our internal point-of-sale system, ServiceTitan, which speaks to his adaptability and willingness to learn.

Jake's capstone project was a standout achievement. He independently developed a mobile app that enables our team to create job estimates on the spot—a tool that has significantly improved our operational efficiency and customer service turnaround time. This project alone demonstrated not only Jake's technical capability but also his strategic thinking and commitment to solving real business challenges.

Throughout his internship, Jake exhibited maturity, professionalism, and a strong work ethic. His contributions made a meaningful impact on our team, and we are confident he has a bright future ahead.

I highly recommend Jake for any future opportunity. He would be an asset to any organization fortunate enough to have him.

Sincerely,

A handwritten signature in black ink, appearing to read "Sidney W. Canchester", written over a horizontal line.

Sidney W. Canchester
Principal
Ace Handyman Services