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Date: 9 September 2013

re: Ethan Arnowitz

To Whom It May Concern:

I gladly write this letter of recommendation for Ethan Arnowitz and his helpful assistance as a Design Strategy Intern for Equinox during the summer of 2013. As the Director of Design for Equinox, I had the distinct pleasure of working with and overseeing Ethan on the space analysis/club comps project for the two months he interned at our organization.

Ethan was a last minute find for us, as we did not get approval for an intern until well past June – fortunately, Ethan was open to doing a part time internship – working for us the days that had available after securing another job for the summer. His flexibility did not end there – once we got him set up with his assignment, he worked extra nights and weekends to make sure that his portion of our project was delivered before he had to return to school at the end of August.

Ethan took our outdated space program analysis report for our existing clubs and updated it with the current as built information so that it could be a robust tool for informing how we design our future clubs. He also pulled together the most recent plans of our clubs from many diverse and not always easy to find locations so that we had a great visual back up of every club in our portfolio – adding the relevant program information to each club and formatting it all into a presentation format that we can use for a variety of purposes.

Ethan is unique in that he not only has a great organizational sense and the technical know-how to contribute on this particular assignment, but he also learned quickly how to integrate these ideas with our larger organizational objectives and this made it easy for us to trust him with confidential information. Additionally, Ethan demonstrated professionalism and respect by timely submitting his status reports and communicating clearly in meetings with the variety of staff members that he was exposed to. Our team was impressed by how he quickly acclimated to the task at hand and took ownership of the process and procedures setting forth a great template for how we can manage this information moving forward.

I therefore strongly recommend Ethan for his future educational and professional endeavors. I am confident he will be a strong asset to your program, and bring the same get it done attitude and professionalism that he brought to us.

If you have any questions, please feel free to contact me at 646-871-7486 to discuss his candidacy for your program.

Sincerely,
Sandra Tripp
Director of Design
Equinox