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August 2006

To Whom I May Concern:

We were fortunate enough to have Carlyn Kelley working with us as an intern at Brotman•Winter•Fried Communications this past summer.

Carlyn was hard working, dedicated, focused and consistent in her work process.

I found Carlyn capable of taking direction and grasping concepts quickly. After being instructed, she needed little to no supervision to complete her work. She was extremely adept at research and was thorough in pursuit of her assigned goals. Due to an unusually heavy workload this summer, we thrust a number of critically important projects onto Carlyn and she most definitely rose to the occasion. She showed tremendous dedication, creativity and organizational skills, both in terms of dealing with the client and managing her workload.

Her attendance was excellent. She often put in long hours without being asked and never balked at accepting additional work if staff was short. I also found her to be a capable writer. She clearly grasped the concept of what we were trying to accomplish and delivered virtually everything we requested on or before deadline.

Carlyn quickly became comfortable working with the staff at Brotman•Winter•Fried and was able to contribute intellectually and creatively to the good of the company.

I would strongly recommend her for any endeavor in which she has pursued.

If you need any additional information, please feel free to contact me at (703) [REDACTED] or e-mail me at [REDACTED].

Sincerely,

A handwritten signature in blue ink that reads 'Steve Winter'.

Steve Winter, President  
Brotman•Winter•Fried Communications