



1412 Broadway Avenue, Fl 21, New York, NY 10018 · www.extern.com

September 10, 2024

Dear Garry Balala:

We are writing to formally confirm your successful completion of the externship, facilitated by Extern. We appreciate your ardent effort and contribution as an AI Risk Landscape Market Research Extern with National Research Group!

During your externship, you demonstrated exceptional dedication and skill in fulfilling your assigned duties. These included:

- Market Research: Conduct in-depth secondary research to identify and categorize widely known AI risks.
- Risk Analysis: Build a comprehensive repository of AI risks mapped to relevant risk categories.
- Craft a Case Study: Develop a detailed case study to explain the potential business impacts of specific AI risks to clients.
- Insights and Recommendations: Provide strategic recommendations for clients to address AI risks and mitigate potential impacts.
- Public Speaking & Presentation: Synthesize research findings into a concise, informative 5-slide presentation for client briefings.

Your externship spanned from August 12, 2024, to September 9, 2024, during which you worked diligently for 10 hours per week. Although this position was unpaid, your contributions were invaluable, and your commitment was commendable.

Extern has worked closely with the National Research Group to ensure that your externship is not only professionally enriching but also structured to provide practical, real-world experience. The support and coaching provided by your Extern Program Manager were designed to supplement your learning and ensure well-rounded professional development.

We are confident that the skills and knowledge you have acquired during this externship will significantly benefit your future career endeavors. Your performance has been outstanding, and we are proud to have had you in our program.

If this is of any help, here's the Supervisor Information:

- Supervisor name: LaRae Snoddy
- Supervisor Title: Director of Coaching Operations
- Email: larae.snoddy@extern.com
- Number: 917-983-0880
- Address: 1412 Broadway, New York NY, 10018

Thank you for your hard work and dedication. We wish you continued success in all your future pursuits.

Sincerely,

A handwritten signature in grey ink that reads "Matt Wilkerson".

Name: Matt Wilkerson, CEO

Date: September 10, 2024