

October 24, 2023

Lori Vargas, MBA  
188 Salinas Walk, #301  
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(847)372-1289

To Whom It May Concern,

Katlyn worked directly for me for the past year on content creation and design. I develop online education with varying subject matters and utilize various software applications.

Katlyn was extremely organized and was able to work on multiple projects simultaneously. She provided design to the educational text and created an elevated finished product to ensure the students would be engaged. She demonstrated the ability to understand the written text and support it with images and diagrams. Katlyn demonstrated her adeptness at learning new software and using features to further along the projects.

Katlyn is highly creative and knowledgeable of standard software. She has the ability to listen to the needs of the project and offer a variety of solutions. She works well in a team environment and on her own.

I highly recommend Katlyn and believe she will be an asset to your team.

Sincerely,



Lori Vargas, MBA



# LETTER OF RECOMMENDATION: KATLYN BROWN

GREETINGS,

I am writing to enthusiastically recommend Katlyn Brown for consideration of your team. I had the pleasure of collaborating with Katlyn during our time together in a Education/Training department, where she consistently displayed exceptional qualities that distinguished her as an outstanding professional and a valuable team member.

Katlyn's commitment to her craft is evident in her unwavering timeliness and dependability. She consistently surpasses expectations, delivering superior results and going above and beyond the standard requirements. During recent marketing campaigns and initiatives to enhance training experiences, Katlyn played a crucial role in developing engaging and educational content. Her contributions not only facilitated the growth of professionals' knowledge but also prepared our internal teams for meaningful discussions with customers. She showcased unmatched attention to detail, consistently delivering work of remarkable quality. Her ability to produce engaging content within tight deadlines showcases not only her efficiency but also her extraordinary work ethic. In addition to her detail-oriented approach and quick turnaround, Katlyn's creativity and innovation shone through in every project. She transformed our initial concepts into compelling and engaging pieces that were next level in quality. These contributions not only enhanced our brand but significantly contributed to our business unit's growth and evolution.

Please feel free to reach out for further discussion. I am happy to provide additional insights on Katlyn's qualifications for your team.



LAUREN ROARK

Product Training Manager  
Universal Companies

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# Letter of Recommendation

Trudy Smith  
Hospitality and Spa Executive  
Previous Supervisor to Katlyn Brown at Universal Companies

November 1, 2023

To Whom It May  
Concern,

I am writing this letter of reference on behalf of Katyn Brown, who worked as an Online Course Manager at Universal Companies under my supervision. I am pleased to provide my enthusiastic endorsement of Katyn's professional abilities and character.

During her time at Universal Companies, Katyn consistently demonstrated exceptional qualities that set her apart. She exhibited a high level of creativity and intelligence in her role, consistently thinking outside the box to develop innovative solutions to the challenges she encountered. Her ability to approach problems with a fresh perspective greatly benefited our team and the projects she managed.

One of Katyn's most outstanding attributes is her discipline and strong work ethic. She consistently delivered high-quality work and met deadlines without fail. Her dedication to her responsibilities and her commitment to excellence were truly commendable. Katyn's proactive approach to self-improvement was also noteworthy. She continuously sought opportunities to expand her skill set, which not only benefited her but also had a positive impact on the entire team.

Katyn was not only a reliable team member but also a delightful person to work with. Her positive attitude and good mindset were infectious, creating a harmonious and productive work environment. She was honest, and trustworthy, and exhibited a strong sense of accountability for her work, which made her a trusted member of our team.

Furthermore, Katyn was always eager to contribute to new projects and initiatives. She embraced challenges with enthusiasm and a willingness to go the extra mile. Her willingness to take on new responsibilities and her ability to adapt to changing circumstances were invaluable to our team's success.

In summary, I wholeheartedly recommend Katyn Brown without reservation. She possesses the qualities and skills that any employer would be fortunate to have on their team. I have no doubt that she will excel in any future endeavors and would be an asset to any organization. If the opportunity ever arises, I would hire her back in a minute.

If you have any questions or require further information, please feel free to contact me at [Your Email Address] or [Your Phone Number]. Thank you for considering Katyn's candidacy, and I wish her all the best in her future career endeavors.

Sincerely,



Hospitality and Spa Executive

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