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26 SARAH DRIVE, FARMINGDALE, NY 11735

May 28, 2019

Xu Sun
Xs6925@rit.edu
Re: Employment Offer

Dear Xu:

The following letter serves to memorialize our verbal conversations regarding a job offer and your acceptance at Brandon Associates Ltd. in our systems division, with the start date on or about June 15, 2019 as a Full-Time Coop Software Developer for the period defined. The initial term of this agreement is six months ending on or about December 15th, 2019. The hourly rate is \$20.00 per hour. Hours of operation are 8:00am-6:00pm, employment hours are to be determined based on work assigned. You will be assigned one or more lead developers and work with them. Being that your position is a Coop you are not entitled to company benefits at this time.

Job Description:

You will be assigned one or more lead developers and work with them. Develops information systems by designing, developing, and installing software solutions. Analyze, design, develop, and maintain products and assist in commercialization. Ensure product code and artifacts are managed according to guidelines. Assist in identifying and organizing requirements and producing specifications. Apply usability procedures and principles as defined. Build prototypes, products, and systems for testing. Design testing procedures. Document test results and develop client presentation. Develop and execute unit tests to ensure and maintain source code quality. Provide timely corrective actions on all assigned defects and issues. Create and maintain product documentation. Provide support for and prepare technical documentation. Share expertise throughout the organization. Continually evaluate engineering approaches and risks and make improvements. Assist in cost estimates.

Offered by,

Seth Hemley

Seth Hemley, President and CEO
Brandon Associates

Agreed to and accepted by:

Xu Sun

Date ____/____/____