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October 27, 2015

To Whom It May Concern:

It is my great pleasure to write this letter of recommendation for Ms. Meredith Richter. We were fortunate to have Meredith as a summer intern during the summer of 2015. During that time, Meredith took on and managed a number of projects for our Marketing Services firm. Specifically, Meredith helped plan, develop and populate a content-heavy local chamber of commerce website and prepared the launch of our corporate FaceBook and LinkedIn sites.

Meredith was highly pro-active in developing the chamber of commerce website. With very little direction, she gleaned content from the existing site, researched and implemented a number of plug-ins to optimize the functionality of the new site, selected graphic assets and worked with our in-house technology team to bring the website to completion. Her knowledge and willingness to explore new resources accelerated the process of bringing this site to the finish line. I can state with great confidence that she is a motivated and responsible person with a high degree of integrity. As such, I expect that she will be a very positive addition to any company that she pursues employment with.

Ms. Richter takes the initiative to identify problems and devise solutions. In her intern role, she operated with very little supervision – but accomplished – with quality, every task she was asked to take on. Her can-do attitude will serve her very well in any position for which she might apply.

I have known Meredith for almost 20 years. I've watched her grow into a responsible and vibrant young adult. She has overcome some significant adversity with a great deal of grace, poise and determination. I sincerely hope that you give her application favorable consideration. If you need any further information about Ms. Richter, please do not hesitate to contact me.

Sincerely,

Paul Feucht
President/CEO
Unified Resources, Inc.
713-960-9108