



September 7, 2021

To whom it may concern,

As the Marketing and Proposal Manager for Imperial Construction, I am pleased to write this letter of recommendation for Kaylee Moeller.

A variety of people at Imperial Construction and myself have had the pleasure of working with Kaylee in our Marketing/Proposal department for the 2021 summer months. As our intern, Kaylee assisted our department with several tasks including: resume and project updates; event invitations; website updates to include photography and project updates; project video stories; updated PDF forms to fillable versions; file and folder organization; and several other marketing projects.

On every occasion Kaylee impressed us with her knowledge of Windows and Adobe software and applications. Kaylee expressed creativity, enthusiasm, and attention to detail in all her work. She is thorough and tries to finish tasks as quickly as possible. Kaylee has many strong skills both in the creative up-front stages of a project as well as the follow through and execution of a design. She would be a great asset to any organization.

I highly recommend Kaylee Moeller. If you have any further questions, please do not hesitate to call me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Molly Praytor".

Molly Praytor
Marketing & Proposal Manager

Cell: (817) 291-3987

