

August 16, 2023

Rebecca Galuppo
Vice President, Center Marketing
The Woodmont Company
2100 W 7th St, Fort Worth, TX 76107

To Whom It May Concern,

I am writing this letter of personal recommendation on behalf of Kaylee Moeller, who served as a Graphic Designer and Marketing Assistant under my supervision at The Woodmont Company.

During her time at The Woodmont Company, Kaylee demonstrated exceptional dedication, creativity, and skill in her role. She was an invaluable asset to our marketing team, consistently delivering high-quality work that exceeded our expectations. Her proficiency in various Adobe software programs, including InDesign, Illustrator, Photoshop, and Premiere, was evident in the outstanding materials she produced.

Kaylee's primary responsibilities included designing eblast flyers for our marketing campaigns using InDesign, as well as collaborating with brokers to create and edit property flyers, complete with information, aerials, photos, and site plans.

Her versatility extended to social media management, where she crafted impactful posts for Twitter, LinkedIn, and Facebook. Additionally, Kaylee created short videos in Photoshop, using a photo carousel format for social media posts and eblast campaigns. She played a pivotal role in updating our company website and was integral in managing our marketing merchandise inventory.

In conclusion, I am confident that Kaylee Moeller's talents, strong work ethic, and dedication to her craft will make her an invaluable asset to any team or organization she joins. While our company needs and team leadership have changed, on a personal level I have no doubt that Kaylee will continue to excel in her professional journey.

Please feel free to contact me at [817-800-8944](tel:817-800-8944) if you have any questions specific to my personal recommendation.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Galuppo". The signature is written in a cursive, flowing style.