



Re: Reference Letter for Ms. Sandra Schulte

To whom it may concern,

Kaizen Design has employed Ms. Sandra Schulte for the past five years, from March 2005 through April of this year. Ms. Schulte has been our best employee, fully integrating into our production workflow with ease from the start. She has an outstanding knowledge of design theory and its' application for our corporate projects. We were so impressed with her work that we sponsored her H1-B Visa, a first for our company.

Ms. Schulte performs the many duties needed for crafting compelling, effective and creative solutions for our clients. She interacts with our clients directly and handles most creative development tasks for our company. She is responsible for projects from initial concept design to final completion. Ms. Schulte consistently demonstrates outstanding attention to detail, requires minimal supervision to accomplish tasks, and has an excellent eye for corporate design aesthetics. She designs, manages & produces two monthly print publications, often acting as the interim Art Director. She functions as the Lead Designer for all of our Corporate Identity System & Collateral Materials Development projects, and executes error-free deliverables for pre-press and production. She also handles all web development tasks, such as initial website concept development, site design, site code troubleshooting and final project launch.

She has even stepped in and ran the studio in my absence for extended periods of time. She is the only one that I have entrusted with this responsibility.

Due to the current economy, we are downsizing our operations considerably. It has been a difficult decision, but we do not have enough business to sustain Ms. Schulte's employment.

In closing, I highly recommend Ms. Sandra Schulte as a great asset to any creative team. Should you have any questions concerning Ms. Schulte, please feel free to contact me directly at (916) 921-7337.

Sincerely,

A handwritten signature in black ink, appearing to read 'Darryl Cragun', with a large, sweeping flourish extending to the right.

Darryl Cragun, President  
Kaizen Design Inc.