

LeapFrog Enterprises
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May 15, 2007

Subject: Letter of Recommendation for Mr. Steven Baratz

To Whom It May Concern:

Steven worked under my supervision as an instructional technology intern from February 6, 2007 to May 15, 2007. His responsibilities included conducting needs analysis with subject matter experts, storyboarding content for web-based learning modules, technical writing, creation of e-learning content in HTML and Captivate, development of audio assets and usability testing.

I was impressed by Steven's professionalism and range of knowledge. This job required him to become an expert on a proprietary tool in a very short period of time. Not only did Steven meet the challenge, he was adept at interpreting the needs of subject matter experts and designing a scalable solution that will be used by LeapFrog production teams going forward. Steven worked well with the internal team as well as independently. He also adapted quickly to the changing needs of the LeapFrog environment.

Steven contributed to the team in many ways. His attention to detail ensured that the team was producing the highest quality content possible. Steven joined the team with novice skills in Captivate and became proficient during his internship; to the point where he was responsible for several of the more complex lessons within the project. Steven proved himself to be a valuable team player, a hard worker, and vital to the development of our learning program.

It was a pleasure to work together and I'm sorry to see him leave. I strongly recommend Steven for a position in instructional technology or related field.

Sincerely,

Lynda Kluck
Senior Manager of Training and Instructional Design
LeapFrog Enterprises