

BAZAAR^{Harper's}

Glenda Bailey
Editor in Chief

28 September 2011

Jonathan Klarfeld
Boston University
College of Communication

Dear Jonathan,

My name is Aaron Leth, and I am the executive assistant to the editor in chief of Harper's Bazaar, Glenda Bailey. Our office had the pleasure of hosting Elyse Dupre as an intern during the summer of 2011, and herein can offer an evaluation of her performance.

Our office is fast-paced and ever-changing, so our interns must embody several roles and be able to multi-task at the highest level – put another way, they are direct extensions of us. Elyse was not daunted by this charge, and in her time here, she helped with Glenda's scheduling in terms of keeping track of her events, corresponding with public relations representatives, and organizing incoming products and gifts. After mastering these elementary tasks, Elyse was given the opportunity to complete major projects. Of note was the compiling of 10 years' worth of features into a cohesive and accurate presentation for Glenda to use to layout and discuss the forthcoming book for meetings with investors and publishing executives. Elyse also put together the competitive analysis boards for Glenda's use in determining upcoming magazine covers – something that must be done to perfection as the analysis boards are used to forecast our magazine's future.

Elyse was never one to say no to a project or to anything that was asked of her. She kept detailed notes at all times and stayed late to complete assignments – her attention and care was evident each day. The quality of her performance was at its highest in comparison to other interns we have hosted, and beyond this, it was always given with a smile and pleasant demeanor.

Elyse will do very well in whatever she chooses pursue, and Harper's Bazaar was lucky to have had such a skilled and gifted team member.
If for any reason you need any more information, do not hesitate to contact me.

Kind regards,



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