

To whom it may concern,

I am pleased to write this letter of recommendation for Megan Hutchinson, who worked under my supervision as Marketing Intern at The Broadmoor World Arena, Pikes Peak Center for the Performing Arts, and the World Arena Ice Hall from August 2025 to August 2026. During her time under my supervision, Megan showed herself to be exceptionally creative, hard-working, and a quick study with any new responsibilities thrown her way.

During her time as Marketing Intern, Megan assisted us in many different capacities, including social media management, content creation, graphic design, website management, email marketing, and community outreach. Megan's initiative and pro-active approach to lend a hand wherever needed also made her the go-to person not only for the Marketing Department but for the entire organization, at times even assisting in duties as far-reaching as Event Services and Operations.

Perhaps what impressed me most was the video series Megan created and managed during her time in her role. When Megan first began, I challenged her to brainstorm ways in which we could improve our promotional content to be more unique and engaging. Megan came up with the "Artist Career Snapshot" video series, which she then wrote, filmed, starred in, edited and rolled out on social media. Even more impressive was even though she was unfamiliar with many of the video-production skills required to create the series, Megan's resourcefulness and initiative for problem-solving did not let that stop her, learning and developing whatever skills she didn't already possess in order to make the series. By the end of her internship, Megan had developed a strong proficiency in all facets of video production.

With these qualities I am confident Megan will excel in any role she steps into. She has been a pleasure to work with, and I'm sure these feelings are shared by our entire team. Please do not hesitate to contact me if you would like any additional information, I would be happy to provide it.

Sincerely,

A handwritten signature in black ink that reads "Matthew Ellis". The script is fluid and cursive, with the first letters of "Matthew" and "Ellis" being capitalized and prominent.

Matthew Ellis

Digital Marketing, Graphic Designer

The BRO^ADMOOR World Arena, Pikes Peak Center for the Performing Arts, and the World Arena Ice Hall