



Janice Leonard
Communications Coordinator
Human Resources Compensation & Benefits

670 Phillips Building
Bartlesville, OK 74004
Phone 918-661-1218
Janice.Leonard@ConocoPhillips.com

Subject: Steve Pruitt

Steve Pruitt's strengths are in his skills, character and work ethic. His job performance at Conoco, and during his transition assignment at ConocoPhillips, has been outstanding. Let me explain.

Steve grew in each position he held at Conoco. His initiative to leverage technology allowed him to establish an office out of his home some 600 miles away from headquarters. From there he successfully fulfilled Human Resources intranet and Web administration and design.

Steve is an outstanding problem solver. He will think through a task to develop a process that is clean and efficient. For example, he constructed the Human Resources "HR Cafe" intranet Web site that allowed the user to reach the destination in three menus/links or less. We're struggling to accomplish that in our newly-merged company.

His skills are listed on his resume. What the resume cannot adequately convey is his character. When Conoco and Phillips Petroleum merged -- along with their two intranets -- the communications group Steve belonged to became a "synergy." Steve was entrusted to continue a vital transition role because we had confidence in his honesty, integrity and values. He rose above his duties to hold together the heritage site while providing guidance and helping to craft the new consolidated site. He did so with grace, enthusiasm and a spirit of cooperation.

How often do you have the opportunity to get this caliber of employee? Without reservation, I recommend you interview Steve and get him on board. Please call me if you have questions. My office phone is (918) 661-1218. My cell phone is (918) 914-0592.

Sincerely,

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

Janice Leonard
Communications Coordinator