

September 1, 1988

TO WHOM IT MAY CONCERN:

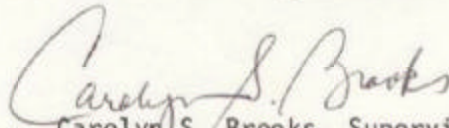
Mr. Mullaney has requested a Letter of Recommendation be written in his behalf, at which time I am happy to comply.

David worked as a Clerk Typist during the summer of 1988 in the General Services Administration Department of the Potomac Electric Power Company. In this assignment he ordered/maintained office supplies, arranged short-term visitor parking, typed, maintained office files and answered telephones. As his supervisor, I had the chance to see him in operation on a daily basis.

David was a conscientious worker that performed all assignments in a timely manner and reflected a mature and professional attitude at all times. David's quality and quantity of work was commendable and he demonstrated excellent job abilities. He quickly learned the CRT and assisted in the training of employees on the system.

In addition, David worked very well with others, he offered good suggestions on improvements to the CRT and initiated written steps to access the CRT terminal. David was very cooperative and had a good sense of humor.

Without a doubt I believe David will be an asset to any prospective employer, and I am pleased to recommend him without any reservation.



Carolyn S. Brooks, Supervisor
General Services Administration.