



OFFICE OF ADMINISTRATION AND BUSINESS SERVICES

415 12th Street, N.W., Washington, D.C. 20004-1994

September 1, 1993

To Whom It May Concern:

Re: Mr. Harvey C. Jones

It is a pleasure to write this letter of recommendation, in behalf of Mr. Harvey C. Jones. Mr. Jones has been employed by the D.C. Public School System since 1986. During this period, he has held several administrative and management positions.

Mr. Jones served as the Chief Realty Officer for the school system, and is responsible for its development into a very responsive and creditable unit. Mr. Jones also served as Project Manager for the Presidential Building Relocation Team. The work of the team is a success, and that can be attributed to a great degree to the tireless efforts by Mr. Jones.

Mr. Jones has demonstrated outstanding professional judgement, creativity, and resourcefulness during his tenure with the school system. He has worked in a cooperative manner with co-workers and utilizes his time extremely well. Mr. Jones has delivered outstanding oral presentations, and he has represented the school system extremely well in the public and private sector.

Mr. Jones has co-authored several reports that clearly demonstrate his excellent writing capability. Mr. Jones has also demonstrated his ability to work under pressure and tight deadlines.

I highly recommend Mr. Jones for employment, and I am very sorry, due to severe budget constraints, the school system is not able to retain his services.

A handwritten signature in black ink, appearing to read "Richard D. Winston".

Richard D. Winston
Deputy Superintendent