

O'Dea High School

802 TERRY AVENUE • SEATTLE, WASHINGTON • 98104 • 622-6596

June 28, 1978

To Whom It May Concern:

I have been asked by Mr. Edward Courtney to write this letter of recommendation for him as he is considering employment in a new location.

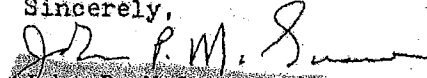
I have known Ed for eleven years, and for the past four years he has been my administrative assistant here at O'Dea High School.

Mr. Courtney is an extremely dedicated and sincere professional, and he has been a tremendous asset during his years here at O'Dea. He is well-organized and quite perceptive, and has been a great help to this administration as he has handled our financial office, many of our public relation chores, and much of our state and local paper work and forms.

Mr. Courtney works well with an administration, and has always maintained a strong rapport with his peers in the teaching profession. He is an honest and frank gentleman, and an excellent representative of "his" school. He has been very supportive to this administration in a leadership role and in an advisory capacity.

I believe Mr. Courtney would be an excellent addition to any school's administration as his skills and talents have been a major cause of the recent growth and academic strength of O'Dea High School.

Sincerely,


John P. McGraw, C.F.C.
Principal

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