

8/11/94

To whom it may concern,

I would like to introduce Mr. Edmund Hintz.

Edmund and I have worked together for the last three years in the Music Library at El Camino Community College.

In the music library the duties vary from time to time and from person to person. The duties include waiting on customers at the counter, assisting them with room assignments, checking out music materials, and returning materials to the stacks.

Edmund has been very helpful in demonstrating the use of both the Macintosh and IBM Clone computers, to any student or faculty member that may have needed help.

Edmund demonstrates good office skills is able to file, type and use all of the media resources we have in the music library, which includes, cassette tapes, CD rom, and Laser Disc players. He also knows how to do minor maintenance on our copy machine.

Edmund good hard working person and I am sure he will be an asset to your organization.

Edward Burks



Music Library Technician