



April 24, 2018

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation on behalf of Duc Anh Le . I have known Duc since August 2016 when he first came to work at Clean Air Council. He spent the next two years at the Council, during which time I worked with him extremely closely.

Duc is a bright and hardworking person and has an extremely bright future. Duc has fully mastered the Council CRM which is Salesforce and is key support to the Council's membership program. Administratively Duc enters revenues and expenses into Quicknooks. Duc also is responsible for the Council's deposits, office purchases and petty cash. I quickly grew to trust Duc's and feel comfortable with him working with little supervision. Duc's creativity, diligence, and insight are instrumental in making the Council's administrative program a success.

Duc is well respected by all his co-workers and the staff feels comfortable asking for his help when they need it. In the day-to-day operations of the Council, Duc is invaluable.

Duc is a team player and he regularly takes on tasks that fall outside of his strict job description but that is necessary for a functioning organization. This type of attitude is invaluable in a small non-profit such as the Council.

I am also proud to count Duc as a friend. His general humor helps make the Council into the type of work environment I try to maintain – one that is both full of intense work with humor and mutual support.

I know without a doubt that Duc will be an asset wherever he ends up, as his strong values and hard work make for a powerful combination. It is with pleasure that I offer my strongest recommendation.

If you have any questions about Duc or his work at the Council please do not hesitate to contact me. My e-mail joe_minott@cleanair.org and my phone number is 215-567-4004 ext 116.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joseph Otis Minott", is written over a horizontal line.

Joseph Otis Minott, Esq.
Executive Director and Chief Counsel