

4229 Abrams #144
Dallas, Texas 75214
February 24, 1979

V. Adm. James B. Stockdale
Qtrs. AA, President's House
U. S. Naval War College
Newport, Rhode Island 02840

Dear Sir:

During the Christmas holidays, I met your son and daughter-in-law in Columbus while I was visiting my college roommate, Janet Brown. Janet is a close friend of Jim's and Marina's. We all had dinner together one evening and, in conversation, I mentioned my ambition of becoming an aviation officer in the Navy. Jim graciously suggested that you might be willing to assist me in my endeavors by allowing me to name you as a reference on my application to AOCs. It would be obviously advantageous for me to have your endorsement.

Enclosed for your perusal is a resume of my work experience, academic achievements, and other basic information. Also, here is a brief summary of my life: For the first ten years, I lived on various military posts (my father was Army, retired after 20 years as a Lt. Colonel, now works for NASA). Throughout my school years, I worked at various jobs, was involved in many extra-curricular activities, and graduated with honors from Merritt Island High School in Florida. I then worked my way through college, with some financial aid from scholarships and student loans. I was a high honor graduate of Southern Methodist University with a B. S. degree in psychology. Presently, I am employed by the U. S. Department of Labor as a Manpower Development Specialist in employment and training programs.

Last fall I completed the examinations required of all AOCS applicants, and recently learned that my scores are competitive (based on last year's candidates). Even so, I have undertaken a self-study program in areas where I believe my academic background to be weak, in preparation for AOCS.

I realize that your recommendation is not to be taken or given lightly and that you are probably reticent to confer your recommendation based on just this letter and the resume. I would therefore like to request a personal interview with you, so you can make your own appraisal. Jim informed me that you plan to visit Columbus sometime this spring. If it could possibly be arranged and if it does not create too much of an imposition on you and your family, I would appreciate the opportunity to meet with you there. Should you have any other suggestions that would be more convenient for you, please let me know.

Thank you very much for your time.

Sincerely,

Nancy Clark

Nancy Clark

Let's get
on the phone
x Find out if
she is

(a) A show-in
(b) A fence hang
(c) A bomb out.

I think she should
be a show-in. How
do I help her?
JC

Nancy K. Clark
4229 Abrams #144
Dallas, Texas 75214
(214) 827-2027

Age: 25 yrs.
5 feet 6 inches, 130 pounds
Single
Excellent health

Job

Objective: Naval Aviation Officer

Education:

- 1971-75 - B. S., Psychology, December, 1975, GPA 3.8/4.0.
Southern Methodist University, Dallas, Texas, with
high honors. Alpha Lambda Delta honorary society;
University Scholar; Historian of Gamma Phi Beta
sorority; Sophomore Advisor; Volleyball team;
Intramural sports; Volunteer work at orphanages.
- 1968-71 - Merritt Island High School, Merritt Island, Florida,
GPA 4.5/4.0 (extra points for high phases).
President, Marine Science Club; Vice President,
American Field Service; Secretary, National Honor
Society; Secretary, Paramedical Club; Secretary,
Mustang Chorale; Mu Alpha Theta (math honorary
society); Symphonic and Marching Band; Student
Council.

Work

Experience:

- 1977-79 - U. S. Dept. of Labor, Employment & Training
Administration, Regional Office, Dallas, Texas -
Manpower Development Specialist.
(1977-78) Employment Service Specialist in the Office
of Program & Technical Services - Provided training,
technical assistance, and support to Regional
operations offices and to State Employment Security
Agencies (SESAs); coordinated line & staff elements
of Regional office; assisted in development and
modification of Regional program policies; partici-
pated in onsite & desk reviews of SESA performance;
conducted analysis & evaluation of Region's perfor-
mance.
(1978-79) Employment Service Federal Representative
in Area Operations Office III (Texas) - Regional
office liaison to Texas SESA; through onsite & desk
reviews, regularly monitor and evaluate all aspects
of Texas SESA operations, administration, organization,
& management; monitor status of Texas SESA to determine
compliance with federal statutes, operation within
budget, provision of services to public for which
they are funded; report findings to Regional office;
obtain & provide technical assistance and training
for Texas SESA.

1973-77 - Vincent's Seafood Restaurant, Dallas, Texas - assistant manager, cashier, hostess. Supervised waiters, waitresses and busboys; made work schedules & time cards; audited checks daily; opened and closed for business; seated customers; took cash; occasionally tended bar & waited tables. Worked part-time during school years, full-time summers(except one), and after graduation.

Summer

1974 - North Carolina Memorial Hospital, Chapel Hill, North Carolina - appointment clerk & receptionist.

1973-74 - James Holland, Dallas, Texas - private tutor, eighth grade math.

1972-73 - Southern Methodist University, Dallas, Texas - dormitory receptionist.

Summer

1972 - Land and Sea Sporting Goods, Cocoa Beach, Florida - assistant instructor in certified SCUBA course.

1972 - Little Red Barn Restaurant, Dallas, Texas - cashier, hostess.

1970-71 - Lerner Shops, Inc., Merritt Island, Florida - salesperson. Duties included sales, stocking, and inventory work.

1967-69 - Spencer's, Inc., Cocoa Beach, Florida - salesperson. In addition to regular sales duties, assisted in installing NCR Inventory System, setting up store in new branch, and in buying merchandise at clothing conventions. Part-time during school years, full-time summers and holidays.

Personal Background:

Reared and educated mostly in Florida. Three sisters, one brother. Active in church and community affairs throughout school years. Received many awards for achievement in academics, sports, and fine arts. Interests include guitar, raquetball, bowling, swimming (Senior Lifesaver and several certifications as SCUBA diver & instructor), boating, backpacking, travel, reading, and languages.

References: To be provided upon request.