

ackn. & turn
over to Dr. Allen.

724 North Main
Hutchinson, Kansas
July 21, 1937

Dean R. A. Schwegler
Director of Coaching School
Lawrence, Kansas

Dear Sir:

With the opening of the Coaching School this fall, of which I understand you are to be the director, will you not have an opening for a stenographer or clerk? Assuming that this school will require an administrative office, may I submit my application for a position there?

I was a student at the University of Kansas from 1933 to 1936. While there I worked half days in the office at the Cordley Grade School. For the past year I have been attending the Salt City Business College here in Hutchinson, where I have taken a stenographic course. During this time I have also had a part time position in the bookkeeping office of the Grace Hospital. Here I have had splendid office experience including that of taking dictation, filing, posting, and running a switchboard and information desk. I can take shorthand rapidly, read my notes well, and I am a good typist. My work here has been very pleasant, but as I am completing my business course I am desirous of having a full time position.

In regard to my ability and character may I refer you to the following: The Salt City Business College, Hutchinson; Miss Esther Forney, Superintendent of Grace Hospital, Hutchinson; Miss Elizabeth Rupp, Secretary to Chancellor Lindley, Lawrence; and Miss Ursula Henley, Principal of Cordley Grade School, Lawrence.

I shall greatly appreciate your consideration of this application. If there is any further information that you desire, I shall be glad to furnish it. If you wish a personal interview I will arrange to be in Lawrence at your convenience.

Very truly yours,

Ferne Copenhaver

(Miss) Ferne Copenhaver