

Professor F.C. Allen  
Physical Education  
105 Robinson Gymnasium  
University of Kansas,  
Lawrence, Kansas

Dear Professor Allen:

I understand there is to be an opening in your office sometime during the summer and should like to make application for the position.

I was graduated from the Eudora Rural High School in 1931, completed a course in secretarial training at the Lawrence Business College in about one year and four months, and have just finished three years of work at the University of Kansas.

My first experience included about two months temporary work at the Fraternal Aid Union (now called the Standard Life Association). My duties were stenographic in nature, consisting of a good deal of typing and getting acquainted with office routine.

For six months I worked for the League of Kansas Municipalities, located in Fraser Hall, University of Kansas. The first two months were part-time, and the remainder full-time. I did stenographic work which included a small amount of bookkeeping and proof-reading in addition to typing, dictation and filing.

In October, 1933 I accepted a position with the Kansas Emergency Relief Committee (now called the State Department of Social Welfare) in Topeka. For two years I worked as stenographer in the Social Service Department. My duties included dictation; typing; keeping records; writing of approvals and disapprovals of county poor commissioners, case supervisors, and case workers; writing up timesheets for payrolls; taking dictation from district supervisors and writing their reports; and numerous other duties. The emergency relief load during these two years was at its peak and the work was very heavy. It was my responsibility to set up new files and also to train several new girls to aid us with the work.