

Whitewater, Wisconsin  
May 28, 1928

Mr. Albert Smith  
1043 North Shore Ave.  
Chicago, Illinois

Dear Sir:

Having seen your advertisement in this morning's Chicago Tribune, I wish to make application for the position.

I am seventeen years old.

I am a graduate of the Normal High School, having completed the General Course. I have had two years of shorthand, and typewriting, and one year of stenographer's office practice and secretarial training.

My speed in shorthand is from 100 to 120 words a minute according to the difficulty of the matter dictated. I type from straight matter at 50 words a minute and transcribe accurately at the rate of 35 words a minute.

Mr. J. U. Elmer, Principal of the Normal High School, has given me permission to use his name as reference. His telephone number is Grant 1053.

I shall be glad to call at any time that it is convenient to you, if you wish a personal interview.

Very respectfully yours

*Miss Myrtle Cook*

Telephone La Grange 27-3

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*Not as good form as you  
can do.*