

Abbeville, S. C.

Sep. 1, 1925:

Piedmont Development Co.,
Barnesville, Ga.

Dear Sir:

Having read your ad in the paper for an experienced stenographer, I am writing for you to consider me an applicant for the position.

I am 19 years old, five feet, four inches tall, and weigh 112 lbs.

I am a graduate of Abbeville High School, Abbeville, S. C., and of Greenwood Business

I
College.

For the past few months I worked in the Private Office of the Business College, where I had excellent training in letter writing and general office work. I also have had some experience in a Real Estate Office.

I write and read my notes very rapidly and have a good rate of speed with my typing.

I could come to begin work at any time.

3
that you would desire.

I would be willing to begin working at a very reasonable salary. I am very energetic and am not afraid of work.

I have worked very hard to secure my education and I must make good.

If you would only give me a trial I would do all in my power to render you my best services at all times.

Thanking you for any
consideration that you
may give my application,
I am,

yours sincerely,
(Miss) Alura Batts.

Address:

Miss Alura Batts

211 North Main St.,

Abbeville, S. C.