

Sept. 3rd, 1925.

Miss Alma Bolts,
211 North Main St.,
Abbeville, S. C.

Dear Miss Bolts:

We have your letter of September 1st and note same carefully. We have not as yet filled the place as stenographer in my office.

First, we want a girl who is well educated, knows how to spell---and above all must be able to take dictation with a fair amount of speed and then to transcribe same correctly. We want a young lady who is willing to work---get down to the office ^{at} time --and keep it in shape--and to take an interest in her work. The salary we would pay at the start would be about \$60.00 per month. We do pay our stenographers after they are trained \$74.00, Board here will cost you \$30.00. Of course, if we traded with you it would be with the understanding that you could do what you say you can in your letter because we haven't time to train a girl. We get down to the office in the mornings at 7:45, some times a bit earlier. The stenographer is expected to keep the office, desk, etc., and if we have any loafing to do we do it in the heat of the day. I merely mention this to let you know how we work. If you are interested on this basis it may be well for you to send me a night telegram upon receipt of this letter. We would then advise you.

Very respectfully,

PIEDMONT DEVELOPMENT CO.

JCC.K