
John Allen Chalk: Personal Correspondence

John Allen Chalk

11-3-1966

To: Tom Hudgins from June Wood

June Wood

Follow this and additional works at: <https://scholarworks.harding.edu/hst-chalk-personal>

Recommended Citation

Wood, J. (1966). To: Tom Hudgins from June Wood. Retrieved from <https://scholarworks.harding.edu/hst-chalk-personal/2672>

This Letter is brought to you for free and open access by the John Allen Chalk at Scholar Works at Harding. It has been accepted for inclusion in John Allen Chalk: Personal Correspondence by an authorized administrator of Scholar Works at Harding. For more information, please contact scholarworks@harding.edu.



c
o
p
y

143-30 Sanford Avenue
Apartment 6-C
Flushing, New York 11355

November 3, 1966

Mr. Tom Hudgins
P. O. Box 2439
Abilene, Texas 79604

Dear Mr. Hudgins:

Thank you for your telephone call. As requested by you, I submit this letter as application for the position of secretary to Mr. John Allen Chalk.

In 1959, I was employed by the City of Prescott, Arizona, as secretary to the Attorney, Clerk and Magistrate. I moved to Los Angeles, California in 1965 and was secretary to Mr. Doyle Swain in the Department of Civic Service and Research at Pepperdine College. Subsequently, I came to New York City and worked in the churches of Christ Exhibit at the World's Fair, and having felt a need for Christian influence in this part of the country, obtained a secretarial position in a law firm in Manhattan where I am presently employed.

In a recent accuracy test in typing, my speed was 85 wpm, and my shorthand speed was in excess of 80 wpm. It is my desire to be Mr. Chalk's secretary not only because of the type of work which sounds very interesting, but because of the knowledge and spiritual growth I would obtain in this association. Having spoken with you regarding salary, you understand that my wage desire is \$400.00 per month, but I would be happy to discuss your presentation of an amount to which we might agree. I would also like to know the benefits such as insurance and/or retirement if they are available.

Your consideration in this matter will be greatly appreciated, and if favorable, I would fulfill my obligation to the best of my ability.

Yours very truly,



June Wood