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John Allen Chalk

5-19-1966

From: Lois C. Taylor

Lois C. Taylor

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Ohio Valley College



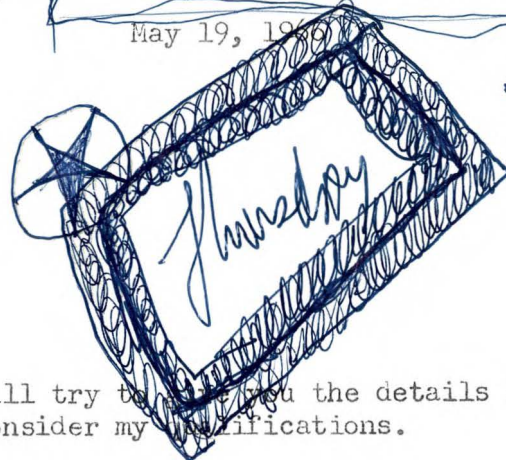
"Sowing Seeds of Life"

Box 4278

Parkersburg, West Virginia 26101

May 19, 1968

Mr. Tom Hudgins, Office Manager
Herald of Truth
Church of Christ
Fifth and Highland
Abilene, Texas 79604



Dear Brother Hudgins:

Thank you for your letter of May 16. I will try to give you the details as to my background and experience so that you can consider my qualifications.

I was graduated from Linden McKinley High School in Columbus, Ohio, in June, 1953. I entered Freed-Hardeman College in September of that year, and was graduated with a business major and a certificate of proficiency in 1955.

I worked as a stenographer at Patrick Air Force Base, Florida the following summer. I entered David Lipscomb College in September of 1955, but was not satisfied. After working as a retail sales clerk that winter, I moved with my parents to Columbus, Ohio, in March, 1956. I worked in the afternoons as dictaphone operator and typist for an insurance company and took refresher courses at Bliss Business College during the mornings until I began working full time as a stenographer for the Ohio State Department of Vocational Education in June, 1956. I held this position until September of 1957, at which time I did return to David Lipscomb College to complete my B.S. Degree in Business in 1959.

Since that time I have taught school in various places, obtaining wide experience teaching typing, shorthand, business math, business English, bookkeeping and accounting, junior high English, and other subjects. I attended George Peabody College during the summers from 1961-64, receiving my M.A. in Business Education in August, 1964. I was in Abilene on an American Studies Fellowship in July and August of 1960, and enjoyed my stay very much. I attended worship at Highland several times while there, and was favorably impressed. I feel the Herald of Truth is doing a good work.

For the past two years, I have been acting as instructor of business and faculty secretary here at Ohio Valley College. I have also served as acting registrar and helped in whatever capacity I was needed. I have decided at present that I would like to do secretarial work exclusively for the indefinite future, and I'm sure I will be happy doing this type of work. I also have a desire to be in a place like Abilene, because it offers many opportunities which do not present themselves here.

I understood from our phone conversation that you will have more than one opening between now and September, and I would like to be considered for one of these openings. I would appreciate knowing more about the nature of the work, the duties, salary, and hours as soon as possible. I also understood from Everett that you might have an opening right at this time, and I also wish to be considered for this position if it is as much the type of work I desire as I think it must be.

Middlebourne
W. Va.
758-4806

485-7384



422-6724
(304)

(Mon.)

May 19, 1966

I wish it were possible for me to know definitely whether or not I will be coming in time to plan to come back to Abilene with my cousin, Everett, and family. They will be coming back here for a visit about May 27 and will be returning to Abilene by June 6. If you should decide to employ me sight unseen, it would certainly be a help if things could be settled by that time. I am enclosing a picture of myself to give you a better idea of my facial features.

I am thirty years old, having been born here in Parkersburg on July 3, 1935. My father has been a faithful Gospel preacher for over 45 years. I am 5'1" tall, and weigh about 140 lbs. I have dark brown hair and blue eyes, with medium complexion. I like to be with Christian young people and to do the Lord's work!

I shall appreciate every consideration, and I shall look forward to hearing from you by return mail.

Sincerely in Christ,

Lois C. Taylor
 Mrs. Lois C. Taylor

P.S. My grades at ACC should be on file there. Dr. Orville Fillbeck may remember me. As additional references I shall give my long-time acquaintances in the church here: Ronald Barclay, 2102-16th Street, Parkersburg; Mr. Lewis Case, President, Ohio Valley College; Mr. Marlin Newberry, 706 Pike Street, Parkersburg (Secretary of the OVC Board of Trustees); Mr. Eugene Conger, Kauffman-Lattimer Company, Parkersburg; Mr. Emil Franklin, c/o Franklin Funeral Home on Murdoch Avenue in Parkersburg; and Mrs. Iveland Harrig, 1908 Parkwood Drive, Parkersburg. My cousin, C. Everett Taylor, who spoke with you about me, can fill you in some more, I trust, if you should desire such.

*If you think you would
 be interested let me know
 and I'll see what else I
 might find out.*

Jan

See ya soon!