NOTE: The original of this document is in the Stevens Family Papers, #1210, at the Division of Rare and Manuscript Collections, Cornell University Library, Ithaca, New York 14853.

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TO: **R. S. Stevens**

FROM: **W. K. Smalley**

New Castle, N. Y.

August 14th, 1875

R. S. Stevens, Esq.

Dear Sir:-

I learn from my friend, Mr. Robert Spurgin of Chicago, (phonographic secretary to Mr. D. N. Welch, P. P. Car Co.) that you desire to obtain a shorthand writer. I wish to get such a position. I have had nearly two years experience in the business, having been in the employ of Austin, Jackson & Co. of Dansville, N. Y., for over eighteen months, reporting medical lectures and taking dictations for correspondence and publication. I last worked for Judge C. R. Brown of Kalamazoo, Mich., as shorthand reporter.

My phonographic speed is about 130 words per minute.

For testimonial of character, etc., I refer you to any of the above named gentlemen.

Hoping to hear from you soon, I am

Yours Respectfully,

W. K. Smalley

[1] FROM: Book of letters to R.S.S., July 1875 to April 1876.