

The original documents are located in Box 44, folder “Resumes (2)” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.

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February 3, 1976

Dear Mrs. Ford,

It is with the deepest personal and professional respect for Mrs. Dottie Cavanaugh that I suggest she be considered along with those you are interviewing for the position of Director of Correspondence. Her resume is attached, and I believe you have also had personal contact with her since she joined the Congressional staff in December of 1973.

I make the recommendation based on my personal association with Dottie and my knowledge of the position to be filled. It is my sincere belief that Dottie would bring with her the cooperative attitude, professional skills, writing talents and leadership abilities that are greatly needed in heading up your correspondence section. Every letter she produces is "First Class," and she would settle for no less from her subordinates. Her dedication and loyalty extend to your entire family.

My hesitation in making my feelings generally known is because of Dottie's present position in Mildred Leonard's office. Dottie, of course, is very concerned that no hard feelings be generated and asks that any contact with her be made direct or through myself.

Thank you for allowing me this opportunity to share my thoughts with you.

We all appreciated and enjoyed your meeting with us yesterday. Your encouragement will certainly go a long way in helping us do our best.

Sincerely,

Charlene von Pawel



Background Information
of
Mrs. Dorothy K. Cavanaugh

Home Address: 830 South Highland Street Home Phone: 979-3095
Arlington, Virginia 22204 Office Phone: 456-6210

Marital Status: Divorced with no dependents.

Work Experience:

August 9, 1974
to Present:

Staff Assistant to the President of the United States, Office of the Personal Assistant.

Duties are primarily composition and preparation of letters for signature by the President in response to correspondence from long-time friends, relatives, and political associates. Other duties are at the direction of the President.

Current Salary is \$21,700 annually.

December 6, 1973
to August 9, 1974:

Staff Assistant to the Vice President of the United States, Office of the Personal Assistant.

Duties were essentially the same as those of my present position. During the early months of 1974, I was called upon to assist in the office of Vice Presidential scheduling, and also filled in for the Vice President's personal secretary during her absence.

February 1, 1973
to December 6, 1973:

Staff Assistant to the Minority Leader of the United States House of Representatives.

Duties were primarily composition and preparation of responses to constituent inquiries on issues before the Congress. However, from mid-October I handled responses to congratulatory mail for the Congressman's signature.

January 1967
to January 1973:

Personal Secretary to Congressman Ben B. Blackburn (R.-Ga.)

Duties were varied and numerous including schedule, travel arrangements, personal correspondence, liaison with district office and campaign personnel.



April 1962
to December 1966:

Personal Secretary to Senator Maurine B.
Neuberger (D-Ore.)

Duties were primarily personal and social correspondence as well and planning and executing social events. (The Senator was a widow and repaid social obligations with parties in her suite in the Capitol.)

Education:

Graduate in accounting - Peirce Junior College
Philadelphia, Pennsylvania

Office Skills:

Typing - approximately 80 to 85 wpm
Shorthand - Gregg at 120 wpm

Miscellaneous Information:

Volunteer work in Eisenhower campaign in 1954, Nixon-Lodge campaign in 1960, and in Rockefeller for President campaign in 1968.

President, Republican Women of Capitol Hill - 1975.

Member of the Capitol Hill Club since 1969.

References supplied upon request.



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
DOC	SSN (MARY ANN SIMPSON)	1974	B

File Location:

Betty Ford White House Papers, Box 44, Folder: Resumes (2)

RESTRICTION CODES

JJO 3/19/18

- (A) Closed by applicable Executive order governing access to national security information.
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personal phone calls, greeting all his visitors, keeping the Vice President on schedule at all times, and handling any personal assignments from the Vice President.

Previous employment: Office of the Vice President
from September 17, 1973-December 6, 1974

Responsibilities: Correspondence Section
Analyzing mail for the Vice President
Referring letters to the appropriate
Federal agencies

Career objectives: A position with responsibilities and advancement opportunities. My interests lie in the area of public relations and related political work.

References: Letter of recommendation from President Gerald R. Ford
White House Security Clearance, 1973

Dear Mrs. Ford,

If it is still open, I would like to be considered for the position of Social Secretary.

My work experience includes private club management, also the organization and management of conferences, restaurants, fund drives and various volunteer programs.

Current activities in the last area are chiefly with the Washington International



Center working with Sarah
Shofer; and a deep involve-
ment with the Vietnamese - both
the orphan airlift and resettle-
ment.

If a personal interview suggested
further consideration, I have
local references.

Sincerely

(Mrs.) Jane Buck

August 18, 1975

LAW OFFICES
WEBSTER & KILCULLEN
1747 PENNSYLVANIA AVENUE, N. W.
WASHINGTON, D. C. 20006

GEORGE D. WEBSTER
JOHN L. KILCULLEN
ROGER V. BARTH
T. NEAL COMBS
ARTHUR L. HEROLD
WILLIAM I. ALTHEN
DAVID S. SMITH
MICHAEL T. HEENAN
PETER H. LOWRY

(202) 785-9500

August 23, 1974

Mrs. James Howe
Personal Secretary
to the First Lady
The White House
Washington, D.C.

Dear Mrs. Howe:

My good friend Wiley Buchanan has told me about his telephone conversation with you yesterday. I just wish to reaffirm to you my desire to help you and Mrs. Ford in any way I can with regard to her public appearances, both in and out of Washington. I know you are going through a difficult transition period, and I would be glad to use the experience I have to assist you on a part-time, voluntary basis.

As you can see from the letterhead, I am just a block away so I would be happy to come over and chat with you or with you and Mrs. Ford at any time.

With best regards.

Sincerely,

Roger Barth
Roger V. Barth

RVB:hs

9th Oct
2:00 P.M.



LAW OFFICES
WEBSTER & KILCULLEN
1747 PENNSYLVANIA AVENUE, N. W.
WASHINGTON, D. C. 20006



Mrs. James Howe
Personal Secretary
to the First Lady
The White House
Washington, D.C.



MA'S STAPELS
2115 W SUNNYSIDE
CHICAGO IL 60625



Mrs. Nancy Howe
Personal secretary of the
President's wife
White House - Washington D.C.

Personal

September 13, 1974

Dear Mrs. Stapels:

Thank you so much for your thoughtful letter of August 19. Your concern and kind wishes are greatly appreciated.

At this time, we are not hiring for the First Lady's staff. We will certainly keep your daughter in mind if a position becomes available. However, if your daughter is interested in working in the White House, I would suggest she send her résumé to:

White House Personnel Office
Washington, D.C. 20500

We really appreciate her interest in working for the new Administration and wish her the best.

The President and Mrs. Ford send warm regards.

Sincerely

Nancy M. Howe
Personal Assistant
to Mrs. Ford

Mrs. Arthur Stapels
2115 Sunnyside Avenue
Chicago, Illinois 60625



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
DOC	Letter inquiring about WH job	8/19/74	B

File Location:

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September 13, 1974

Dear Ms. Henry:

Thank you so much for your kind letter of August 19.

I appreciate your offer to work on the First Lady's staff--sometimes it seems as though we should have many more people due to the workload. However, at this time we are staffed to our capacity. We will, although, keep you in mind for any new openings that might become available.

I hope you will enjoy living in D.C. as much as I have, it's a wonderful place to live.

Again, many thanks and best wishes.

Sincerely,

Nancy Howe
Personal Assistant
to Mrs. Ford

Ms. Margaret Henry
14 Glen Lane
Hillsdale, New Jersey 07642



14 Glen Lane
Tulledale, N.J. 07642
August 19, 1974

Ms. Nancy Snow
The White House
Washington, D.C.



Dear Ms. Snow:

First of all let me wish you the
best of luck in your new surroundings.
I hope all of your endeavors in the
White House prove to be successful
and enjoyable.

If you have a few free
moments, I was hoping you could
write to me and advise the pro-
cedures for obtaining a job of your
staff in a smaller position as a

secretary or legal secretary in the
White House. I am currently a legal
secretary in New York but I subsequently
plan to relocate to Washington.

At this point it seems the of my
ambition will remain only a dream
however, I figured the best way
to turn it into reality would be to
contact you. In effect, I have two
questions:

- (1) How do I go about obtaining a
job as secretary in the White House?
- (2) Is it possible?

Any information you may forward,
I shall sincerely appreciate.

Best wishes,

Very truly yours,
Margaret Henry

UNITED STATES 10c

ANDREW
JACKSON



Ms. Nancy Snow
Press Secretary (to Mrs. Ford)
The White House
Washington, D.C.

September 20, 1974

Dear Mrs. Martin:

Mrs. Ford and I appreciate you taking the time to send us Susan's résumé. We are so glad to hear of her interest in working on our staff.

At this time there are no vacancies on the First Lady's staff; however, we certainly will keep Susan's résumé in our active file. We are still in the process of organization and it will be a few weeks before we finalize all the positions.

With best wishes,

Sincerely,

Nancy M. Howe
Special Assistant
to Mrs. Ford

Mrs. Paul L. Martin
3615 North Glebe Road
Arlington, Virginia 22207



^{file}
September 16, 1974

Dear Mrs. Ford,

Thank you so much for taking your precious time to talk with me last Friday the Thirteenth! I have gotten some very good material from the tape and will start putting my chapter together this week. It looks as though I may have some additional questions, so I will contact Nancy Stone if I am unable to answer them with the research materials Jerry ter Horst and I have accumulated. Jerry joins me in thanking you for your continuing and many kindnesses.

Sincerely,
Claudia Nevins

CLAUDIA B. A. NEVINS

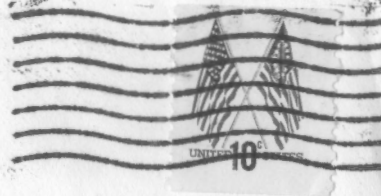


nevins

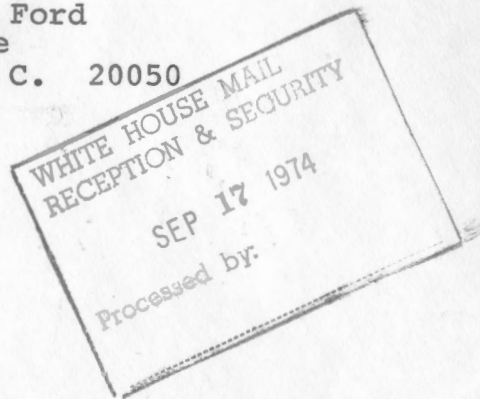


The Detroit News

WASHINGTON BUREAU
511 NATIONAL PRESS BUILDING
WASHINGTON, D.C. 20004



Mrs. Gerald R. Ford
The White House
Washington, D. C. 20050



Mrs. Stuart W. Bowen
9708 Kensington Parkway
Kensington, Maryland 20795

telephone: 933-9124

September 15, 1974

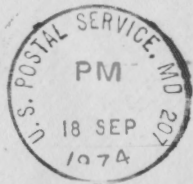


Dear Mrs. Howe,

Thank you very much for your letter of September 4th. I feel much encouraged that perhaps there may be a place for me on your staff in the near future, and I would be happy to forward to you the business and personal references that you require.

Thank you for your kind attention to me.

Sincerely, Mary M. Bowen



Mrs. James Howe
Special Assistant to Mrs. Ford
The White House
Washington, D. C. 20500

CP
File in [unclear] -

THE WHITE HOUSE

WASHINGTON

Wed. 12:00

Dear Ric,

The girl I mentioned I was seeing this morning, Christine Ujich (pronounced: U chick) I do think it would be worthwhile for you to interview.

She is from Cleveland, Ohio; she is 29 and is currently secretary to the Controller of the Hanna Mining Company (Geo. M. Humphrey, Sec. of the Treasury under Eisenhower, is Hon. Chrm. of the Hanna Mining Co.), and she would very much like to move to Washington. She likes her job, but she feels she is just up for a change in her life. She is a very good friend of Barbara Benesdick in Sandy Fox's office which is how I heard of her interest. Having a good friend in Washington would make her move to this city much smoother I should think.

As of this note to you, I have not discussed moving times with her other than on the phone she said she would want to give two weeks notice to her present company.



THE WHITE HOUSE

WASHINGTON

I anticipate that she is a capable person and one who would learn quickly. I frankly think she deserves more than a 6 with her excellent background (PS I didn't say that to her!) but she has indicated she would come for that.

There is also at least one person in the group of 5 I interviewed yesterday whom I would also like you to talk with so seeing Chris I do not in any way see as "final" but I think she is a strong candidate.

What would be a convenient time for you this afternoon to see her?

FK.

Thanks so much,

susan



Negative

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
DOC	Personal qualifications statement	1974	B

File Location:

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PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 20

20. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order.)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? Yes No
 (A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

1	Dates of employment (month, year) From 10/68 To PRESENT TIME	Exact title of position Executive Secretary	If Federal service, civilian or military grade --
	Salary or earnings Starting \$500.00 per month Present \$865.00 per month	Avg. hrs. per week 37	Place of employment City: Cleveland State: Ohio
		Number and kind of employees supervised None	Kind of business or organization (manufacturing, accounting, insurance, etc.) Mining
Name of immediate supervisor L. H. Carlson		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) The Hanna Mining Company 100 Erieview Plaza, Cleveland, Oh 44114	
Area Code and phone No. if known 216-523-3262			
Reason for wanting to leave Desire to work in The White House			
Description of duties, responsibilities, and accomplishments Please see resume			
			For agency use (skill codes, etc.)

2	Dates of employment (month, year) From 2/65 To 10/68	Exact title of position Secretary	If Federal service, civilian or military grade --
	Salary or earnings Starting \$325.00 per month Final \$500.00 per month	Avg. hrs. per week 38	Place of employment City: Cleveland State: Ohio
		Number and kind of employees supervised None	Kind of business or organization (manufacturing, accounting, insurance, etc.) Public Accounting
Name of immediate supervisor R. G. Skinner		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known) Ernst & Ernst 44115 1300 Union Commerce Building, Cleve., Oh	
Area Code and phone No. if known 216-861-5000			
Reason for leaving Better position offered to me			
Description of duties, responsibilities, and accomplishments Please see resume			
			For agency use (skill codes, etc.)

3	Dates of employment (month, year) From To	Exact title of position	If Federal service, civilian or military grade
	Salary or earnings Starting \$ per Final \$ per	Avg. hrs. per week	Place of employment City: State:
		Number and kind of employees supervised	Kind of business or organization (manufacturing, accounting, insurance, etc.)
Name of immediate supervisor		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)	
Area Code and phone No. if known			
Reason for leaving			
Description of duties, responsibilities, and accomplishments			
			For agency use (skill codes, etc.)

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS
 SEE INSTRUCTION SHEET

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE

• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

21. A. Special qualifications and skills (*skills with machines; patents or inventions; your most important publications (do not submit copies unless requested); your public speaking and publications experience; membership in professional or scientific societies; etc.*)

Typewriter
Adding Machine
Switchboard

B. Kind of License or Certificate (<i>For example, pilot, registered nurse, lawyer, radio operator, C.P.A., etc.</i>) --	C. State or other licensing authority --	D. Year of first license or certificate --	E. Year of latest license or certificate --	F. Approximate number of words per minute: Typing Shorthand 65 100
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22. A. Did you graduate from high school, or will you graduate within the next nine months?	B. Name and location (<i>city and State</i>) of last high school attended								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">YES</td> <td style="width:20%;">MONTH/YEAR</td> <td style="width:10%;">NO</td> <td style="width:60%;">HIGHEST GRADE COMPLETED</td> </tr> <tr> <td align="center"><input checked="" type="checkbox"/></td> <td align="center">6/63</td> <td align="center"><input type="checkbox"/></td> <td></td> </tr> </table>	YES	MONTH/YEAR	NO	HIGHEST GRADE COMPLETED	<input checked="" type="checkbox"/>	6/63	<input type="checkbox"/>		Notre Dame Academy Chardon, Ohio
YES	MONTH/YEAR	NO	HIGHEST GRADE COMPLETED						
<input checked="" type="checkbox"/>	6/63	<input type="checkbox"/>							
C. Name and location (<i>city, State, and ZIP Code if known</i>) of college or university. (<i>If you expect to graduate within 9 months, give MONTH and year you expect degree.</i>)									
--									

D. Chief undergraduate college subjects	No. of credits compl.	E. Chief graduate college subjects	No. of credits compl.
	Semester hours Quarter hours		Semester hours Quarter hours

F. Major field of study at highest level of college work

G. Other schools or training (*for example, trade, vocational, armed forces, or business*). Give for each the name and location (*city, State, and ZIP Code if known*) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.

Dyke College
1375 East Sixth Street
Cleveland, Ohio 44114

Please see resume

23. HONORS, AWARDS, AND FELLOWSHIPS RECEIVED	24. LANGUAGES OTHER THAN ENGLISH None														
Various business awards in high school and college	List the languages and indicate your knowledge of each by placing "X" in proper columns			Reading			Speaking			Understanding			Writing		
				Excl	Good	Fair	Excl	Good	Fair	Excl	Good	Fair	Excl	Good	Fair

25. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 20, EXPERIENCE.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (<i>Number, Street; City, State and ZIP Code</i>)	BUSINESS OR OCCUPATION
Frank N. Linsalata	26151 Lake Shore Blvd. Euclid, Ohio 44132	V.P. - Finance
Martin J. Donelan	3852 Savoy Drive Rocky River, Ohio 44116	Asst. Treasurer
George R. Hunyadi	500 East Decker Drive Seven Hills, Ohio 44131	Sales Rep.

ANSWER ITEMS 26 THROUGH 36 BY PLACING AN "X" IN THE PROPER COLUMN		Yes	No
26. Are you a citizen of the United States? If "No," give country of which you are a citizen:			
		<input checked="" type="checkbox"/>	
<i>Before answering these questions read Items 27 and 28 in the attached instructions.</i> <i>Are you now; or within the last ten years have you been, a member of:</i>			
27. The Communist Party, U.S.A., or any subdivision of the Communist Party, U.S.A.?			
			<input checked="" type="checkbox"/>
28. An organization that to your present knowledge seeks the overthrow of the constitutional form of government of the United States by force or violence or other unlawful means?			
		<input checked="" type="checkbox"/>	
<i>If your answer to Item 27 or 28 is "Yes," write your answers to the following questions in Item 37 or on a separate piece of paper:</i> <i>(A) The name of the organization? (B) The dates of your membership? (C) Your understanding of the aims and purposes of the organization at the time of your membership?</i>			
29. To insure that you are not placed in a position which might impair your health, or which might be a hazard to you or to others, we need information about the following: Do you have, or have you had, heart disease, a nervous breakdown, epilepsy, tuberculosis, or diabetes?			
<i>If your answer is "Yes," concerning any one of these, identify which one(s) and give details in Item 37.</i>			<input checked="" type="checkbox"/>
30. Within the last five years have you been fired from any job for any reason?			
		<input checked="" type="checkbox"/>	
31. Within the last five years have you quit a job after being notified that you would be fired?			
		<input checked="" type="checkbox"/>	
<i>If your answer to 30 or 31 above is "Yes," give details in Item 37. Show the name and address (including ZIP Code) of employer, approximate date, and reasons in each case. This information should agree with your answers in Item 20, EXPERIENCE.</i>			
32. Have you ever been convicted of an offense against the law or forfeited collateral, or are you now under charges for any offense against the law? (You may omit: (1) traffic violations for which you paid a fine of \$30.00 or less; and (2) any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law.)			
		<input checked="" type="checkbox"/>	
33. While in the military service were you ever convicted by general court-martial?			
		<input checked="" type="checkbox"/>	
<i>If your answer to 32 or 33 is "Yes," give details in Item 37. Show for each offense: (1) date; (2) charge; (3) place; (4) court; and (5) action taken.</i>			
34. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (by blood or marriage)? (See Items 34 and 35 in the attached instruction sheet.)			
		<input checked="" type="checkbox"/>	
35. Do you live with, or within the past 12 months have you lived with, any of these relatives who are employed in a civilian capacity?			
		<input checked="" type="checkbox"/>	
<i>If your answer to 34 is "Yes," give in Item 37 for such relatives: (1) full name; (2) present address (including ZIP Code); (3) relationship; (4) department, agency, or branch of the Armed Forces. If your answer to 35 is "Yes," also give the kind of appointment held by the relative(s) you live with or have lived with within the past 12 months.</i>			
John Ujcich - Uncle			
36. Do you receive or do you have a pending application for retirement or retainer pay, pension, or other compensation based upon military, Federal civilian, or District of Columbia Government service?			
<i>If your answer is "Yes," give details in Item 37.</i>			<input checked="" type="checkbox"/>

Your Statement cannot be processed until you have answered all questions, including Items 26 through 36 above. Be sure you have placed an "X" to the left of EVERY marker (◄) above, either in the "Yes" or the "No" column.

37. Space for detailed answers. Indicate Item number to which answers apply.	
Item No.	

If more space is required, use full sheets of paper approximately the same size as this page. Write on EACH sheet your name, birth date, and announcement or position title. Attach all sheets to this Statement at the top of Page 3.

ATTENTION — THIS STATEMENT MUST BE SIGNED

Read the following paragraph carefully before signing this Statement

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All the information you give will be considered in reviewing your Statement and is subject to investigation. A false answer to Items 27 or 28 could deprive you of your right to an annuity when you reach retirement age in addition to the penalties described above.

<p align="center">CERTIFICATION</p> <p>I CERTIFY that all of the statements made in this Statement are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.</p>	<p align="center">SIGNATURE <i>(Sign in ink)</i></p> <p align="center"><i>Christine Joan Ujcich</i></p>	<p align="center">DATE SIGNED</p> <p align="center">September 25, 1974</p>
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CONFIDENTIAL RESUME

Christine Joan Ujcich
1985 Beverly Hills Drive
Richmond Heights, Ohio
216-486-7901

EXPERIENCE:

Full Time: The Hanna Mining Company - October, 1968 to present
100 Erieview Plaza
Cleveland, Ohio 44114
Secretary to Corporate Comptroller

Responsibilities: The corporate comptroller at Hanna Mining is the principal financial officer. I maintain all permanent financial files for the corporate company. Audit reports from various accounting firms received for all of Hanna's consolidated and unconsolidated companies are distributed within the company and to outside parties by me only. All accounting (domestic, international, dock and vessel) computer operation, general services (mail room, printing and duplicating, teletype and transportation departments) personnel records and functions are part of the comptroller's office. As secretary for the chief financial officer, specific duties are difficult and too numerous to mention. They are varied and assumed responsibilities in conjunction with the position. On the job, loyalty, discretion and confidentiality can be more important than good typing and shorthand skills which are taken for granted in an executive secretarial position.

Ernst & Ernst - February, 1965 - October, 1968
1300 Union Commerce Building
Cleveland, Ohio 44115
216-861-5000

Secretary to National Tax Manager - National Offices

Responsibilities: The National Tax Offices of Ernst & Ernst provide tax training seminars and programs and keep the entire firm up-to-date on tax matters through tax releases. I was responsible for the tax training programs. This involved coordinating tax partners to author syllabi, type the manual for printing and distribute to persons throughout the country who would attend the programs in Cleveland. The tax program is presented three times a year with three levels of instruction. For each program, I worked myself in setting up all arrangements with the hotel and/or motel for approximately 150 of their personnel. This involved room reservations, meal planning, meeting room requirements and spending the five-day program with the participants to make sure my arrangements were completed as requested. The detail work on the job was voluminous.

The National Offices also ordered tax publications from publishers for all offices. I was responsible for combining the number requested by each office and then dealing with the publisher directly for distribution to each office.

EXPERIENCE:

Part Time: We-Charge-It Service Company - May, 1964 - January, 1965 (during college (We-Charge-It was sold to Shoppers Charge, Cincinnati, Ohio approximately six years ago.)

Responsibilities: This company was similar to Bankamericard and Master Charge in scope not size. I performed general office duties: typing, filing, mailing and extensive phone contact with the businesses that employed the We-Charge-It system.

Volunteer

Work: Veterans Administration Hospital - weekends during college
10700 East Boulevard
Cleveland, Ohio 44106
216-361-8904

Responsibilities: Receptionist in main visitors' lobby handing out passes and giving patient condition reports.

EDUCATION:

College: Dyke College - Graduated January, 1965
1375 East Sixth Street
Cleveland, Ohio 44114
216-595 9000

Degree: Associate in Commercial Science - Executive Secretarial
A comprehensive program for two years with courses in accounting, taxes, finance, psychology, business machines, English and, of course, typing and shorthand. This was an advanced program for individuals who already were proficient in shorthand and typing.

High School: Notre Dame Academy - Graduated June, 1963
13000 Auburn Road
Chardon, Ohio 44024
216-946-3314

Majored in college preparatory with business as a minor.

DATE OF BIRTH: August 12, 1945 - Cleveland, Ohio

REFERENCES: Furnished upon mutual interest.

REFERENCES

CHRISTINE J. UJCICH

1. Martin J. Donelan
3852 Savoy Drive
Rocky River, Ohio 44116
216-333-5504
Sherwin Williams Company
Assistant Treasurer
216-566-2000
2. Frank N. Linsalata
26151 Lake Shore Boulevard
Euclid, Ohio 44132
216-261-4971
Midland-Ross Corporation
Vice President - Finance
216-771-4800
3. George R. Hunyadi
500 East Decker Drive
Seven Hills, Ohio 44131
216-524-4644
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September / 1974

Resumes
Fill Nancy talked

August 8, 1974

Dear Mrs. Howe,

I wanted to thank you for your offer to help me get a recommendation for Catholic University Law School. As I explained over the phone, Kirby & I are having slight financial problems, as we're buying a condominium. Unfortunately, it requires most of our savings, plus our earnings for about a year. Hopefully, I won't be thwarted for too long.

As I write this letter, all H--- is breaking loose at the White House, and it looks like Mr. Ford will be Mr. President overnight. I'm sure Mrs. Ford is being swamped with letters and invitations. Coming to the point, if you find that Mrs. Ford's personal staff needs expanding, and you need a willing and reasonably able worker, please consider me as a likely candidate. My present job is turning out to be rather dull and unfulfilling, so I'm looking for something interesting. I could be a very enthusiastic, reasonable and intelligent worker, should the occasion arise. I hope you don't think me too obvious and forward if I enclose my resume and try to put my foot in this backdoor manner.

Thank you again for trying to help me, and in the future, I hope I may be able to help you!

Truely,

Bonnie B. Whyte

2400 41st St. N.W. #504
Washington, D.C. 20007
965-1208-home
331-3825-office



RESUME

BONNIE BROWER WHYTE

2400 41st Street, N.W. #407
Washington, D.C. 20007
(202) 965-1208

office: (202) 331-3825

Personal

Birthdate - January 9, 1952
Birthplace - Chicago, Illinois
Height - 5'3" Weight - 123 lbs.
Marital Status - Married

Education

1973 - B. A. in communications, George Washington University
Washington, D.C.
1970 - Westfield Senior High School, Westfield, N. J.

Activities

President - Kappa Alpha Theta Sorority
Vice President - G.W.U. Panhellenic Association
Chairman - Public Relations for G.W.U. Program Board
Member - Student-Faculty Advisory Committee
President - Westfield Ski Club

Experience

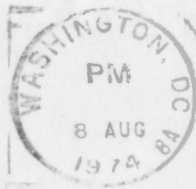
2/74 - present - Research Assistant, Public Affairs Department of
the National Association of Manufacturers. Background
research for Legislative Response Program.
9-12/73- Intern at White House Research Office through G.W. intern
program.
5-8/73 - Intern with House Republican Research Committee, sponsored
by Gerald Ford. Specialized in media legislation and
voting statistics.
1-5/73 - Secretary for G.W. Specialized Food Services.
6-9/72 - Traffic, copy, billing for Radio Station WERA, Plainfield, N.J.

References

Upon Request



Mr. & Mrs. Wm. Kirby Whyte
2400 41st St. NW Apt. 407
Washington, D. C. 20007



70 YEARS OF
1903 —
KITTY HAWK TO



Mrs. Nancy Howe
3017 Cathedral Avenue, N.W.
Washington, D.C. 20008



October 1, 1974

Dear Miss Howe,

It would give me great pleasure to be helpful to Mrs. Ford. I can volunteer about fifteen to twenty hours a week to work on correspondence or typing. I have had experience in such duties. Please let me know if I can be of assistance.

June Schwentke
6709 Brigadoon Drive
Bethesda, 20034

Phone:
229-5891

F. C. Schwenk
6709 Brigadoon Drive
Bethesda, Maryland 20034



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Miss Nancy Howel
The White House
Washington, D. C.

Send Resume;
form letter
Return to Mrs. Howe

#1



September 5, 1974

Dear Congressman Kuykendall,

Mrs. Ford was most pleased to hear of Miss F. Kaye Pullen's interest in working on her staff. She wishes to thank you for writing to her.

We do have a small staff, and at this time we have not determined what our future staff requirements will be. However, it is most helpful to have Miss Pullen's resume and her application will be given every consideration.

President and Mrs. Ford send their warmest regards.

Sincerely,

Nancy M. Howe
Special Assistant
to Mrs. Ford

The Honorable Dan Kuykendall
1526 Longworth House Office Building
Washington, D. C. 20515

mlb



DAN KUYKENDALL
8TH DISTRICT, TENNESSEE

526 LONGWORTH HOUSE OFFICE BUILDING
TELEPHONE: 202-223-3265

DISTRICT OFFICE:
369 FEDERAL BUILDING
MEMPHIS, TENNESSEE 38103
TELEPHONE: 901-534-3319

COMMITTEE:
INTERSTATE AND FOREIGN
COMMERCE

SUBCOMMITTEE:
TRANSPORTATION AND
AERONAUTICS

Congress of the United States
House of Representatives
Washington, D.C. 20515

August 23, 1974

8

Mrs. Gerald R. Ford
The White House
Washington, D.C.

Dear Betty:

It has come to my attention that there exists a vacancy in the position designated as "Press Secretary to the First Lady". I want to strongly recommend a young lady, F. Kaye Pullen, for this position.

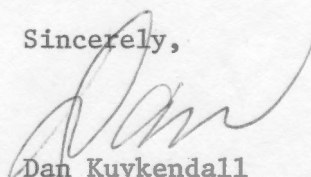
I have known Kaye for close to ten years, having first met her when she was a television reporter in Memphis. Her ability to work with people and her professionalism impressed me and I have carefully followed her career. From the TV medium she went with the Associated Press, the NBC and ABC stations in Memphis, and The Commercial Appeal (one of the Scripps-Howard papers in my District). Her evenhanded approach to her work as a reporter and her proven ability to work with all types of people prompted me to hire her for a special project in one of my field offices. She very satisfactorily completed the project and her report on same received special attention from black leaders in Memphis and from Governor Dunn.

As a member of the Executive Committee of the Republican Congressional Committee I was able to help place Kaye in a position as staff writer for the Committee. She has done an outstanding job for the Committee, and her work has been praised by those of my House colleagues with whom she has worked.

It is unusual to find a person of Kaye's academic ability and professional background who also communicates well with a diversity of people. I will be most appreciative if you will review the attached resume and give Kaye serious consideration for your Press Secretary.

With kindest personal regards, I am

Sincerely,


Dan Kuykendall
Member of Congress



DK:lp
Attachments

Miss Frances Kaye Pullen
302 Maryland Ave., N. E. - Apt. 1
Washington, D. C. 20002
Home telephone: 544-7458
Business: 225-1800

PERSONAL DATA

Age: 29 (birth date 10/2/44)
Height: 5 feet, 3 inches
Weight: 110 pounds
Health: Excellent
Marital Status: Single

EMPLOYMENT

Republican Congressional Committee, 512 House Office Building Annex, Washington, D. C.
Special Projects Writer, April, 1974 --
Walker and Associates, 2605 Nonconnah Blvd., Memphis, Tennessee
Director of Public Relations, April, 1973 - April, 1974.
Baker, Brock, & Kuykendall Field Office, Memphis, Tennessee
Report for Governor Winfield Dunn, Problems of Blacks in Shelby County,
February - March, 1973.
The Commercial Appeal, 495 Union Avenue, Memphis, Tennessee
Editorial Writer, June - December, 1972.
WMC-TV, 1960 Union Avenue, Memphis, Tennessee
Reporter/Writer, June, 1969 - June, 1972.
WHBQ-TV, 485 South Highland, Memphis, Tennessee
Reporter/Writer, February, 1968 - June, 1969.
Memphis State University. Department of Journalism. Instructor, Broadcast Newswriting,
Spring, 1974. Law of the Press, Spring, 1970. Division of Continuing Studies.
Instructor, Creative Writing, Fall, 1969.
Associated Press. Minneapolis, Minnesota. Broadcast Wire Writer, Summer, 1967.
Nashville, Tennessee. Broadcast Wire Writer, Summer, 1966.

EDUCATION

University of Minnesota. Master of Arts. March, 1968. Major -- legal aspects of journalism.
Minor -- constitutional history. Thesis: "Changing Dimensions of Press Freedom:
A Study of New York Times Co. v. Sullivan and Its Impact."
Memphis State University. Bachelor of Science, magna cum laude. June, 1966.
Majors -- journalism and Spanish. Minor -- American history and education.

PROFESSIONAL TELEVISION EXPERIENCE

Regular Beats (WMC and WHBQ): City and State Politics, Education, State and Federal Courts
(WMC): Art and Theatre



Special Stories:

- Funeral, former Tennessee Governor Buford Ellington, Chapel Hill, Tennessee, April, 1972.
- Tennessee Legislature, Redistricting Fight, Nashville, Tennessee, March, 1972.
- White House Meeting on Busing, Anti-Busing Congressional Leaders Conference with President Nixon, Washington, D. C., February, 1972.
- Justice Department Meeting on Busing, Four Tennessee Mayors and Tennessee Congressional Delegation Conference with Attorney General Mitchell and Secretary of Health, Education and Welfare Richardson, Washington, D. C., September, 1971.
- Inauguration, Governor Winfield Dunn, Nashville, Tennessee, January, 1971.
- Elton Hayes Case (beating death of young black) from riots through pre-trial hearing for the nine accused law officers, 1971-72.
- James Earl Ray Case from return to Memphis through 1971 court hearing, 1968-71.
- Sanitation Workers Strike, including riots, assassination of Dr. Martin Luther King, Jr., and labor negotiations, 1968.
- Memphis City Schools Desegregation Case, 1968-72.
- Shelby County Schools Desegregation Case, 1968-71, including Sixth Circuit Court of Appeals hearing in Cincinnati, Ohio.
- Overton Park Expressway Case, including highway meetings in Nashville, Tennessee, and hearing before U. S. Supreme Court, 1968-72.

Documentaries:

- "Memphis' Number One," 30-minute documentary on Memphis Fire Department. Writer/Film Editor. WHBQ-TV, February, 1969.
- "A Summer Rerun," 30-minute documentary on city's labor dispute with American Federation of State, County and Municipal Employees. Writer/Film Editor. WHBQ-TV, June, 1969.
- "The Dunns of Nashville," 30-minute tour of Tennessee Governor's Mansion with Mrs. Winfield Dunn. Producer/Narrator. WMC-TV, April, 1971.
- "An Art Odyssey," 1½ hour roundup of art shows. Contributor. April, 1971.

On-Camera Work:

- Reporter, On-the-Scene News, WMC-TV
- Panelist, WMC's Closeup and WHBQ's Press Conference, weekly interview programs
- Election Analyst, 1970 Primary, WMC-TV
- Member, Studio Anchor Team, Memphis City Elections, August, 1971, WMC-TV

Production Experience:

- Producer/Writer, 20-minute film on proposed planned community, The Rouse Company, September, 1973.
- Writer, 10-minute film to raise funds for expansion of the Memphis Pink Palace Museum, August, 1973.
- Co-producer/Writer, On-the-Scene News, 5 p.m., WMC-TV, June, 1971 - June, 1972.
- Writer/Tape Editor, 5 p.m. & 10 p.m. News, WMC-TV, June, 1969 - June, 1971.
- Producer/Writer, 11 p.m. News, WHBQ-TV, December, 1968 - June, 1969.



ACTIVITIES AND AWARDS

University of Minnesota:

Ford Foundation Fellow, Research Project, "Effects of the Mass Media in the Ghettos of Latin America," 1966-67.

Teaching Assistant, Department of Agricultural Journalism, 1967.

Teaching Assistant, Editorial Writing, School of Journalism and Mass Communications, 1967.

Dormitory Counselor, 1966-67.

Theta Sigma Phi, professional women in communication

Memphis State University:

Outstanding Journalism Graduate, 1966

Liberal Arts Honor Society

Editor, The Tiger Rag, weekly student newspaper

Chairman, 1965 Homecoming Weekend

Candidate, SGA President

Mortarboard, Historian

MSU Academic Scholarship

Talley Memorial Journalism Scholarship, Twice

Hillsboro High School:

Burro Circle, senior activities honorary

Member, eight-student tour of South America, sponsored by the American Red Cross, Summer, 1960

Speaking Tour, Tennessee Red Cross Chapters, Fall, 1960

Literary Editor, From the Hilltops, student literary magazine

REFERENCES

Senator Howard Baker, 3311 Dirksen Office Bldg., Washington, D. C. 20510

Senator William Brock, 254 Russell Office Bldg., Washington, D. C. 20510

Mr. Norm Brewer (former news director WMC-TV), Director, Downtown Association, 2nd and Monroe, Memphis, Tennessee 38103

Governor Winfield Dunn, The State Capitol, Nashville, Tennessee

Mrs. Winfield Dunn, The Governor's Mansion, Nashville, Tennessee

Congressman Dan Kuykendall, 1526 Longworth Office Bldg., Washington, D. C. 20515

Congressman Ralph Regula, 1729 Longworth Office Bldg., Washington, D. C. 20515



Congress of the United States
House of Representatives
Washington, D.C. 20515

Sam Kyburdall

OFFICIAL BUSINESS



SPECIAL DELIVERY



SPECIAL DELIVERY

Mrs. Nancy Howe
3017 Cathedral Avenue NW
Washington, D.C. 20008



October 25, 1974

Dear Bonnie:

Many thanks for your recent letter and your renewed interest in working on Mrs. Ford's staff. I have given both Nancy Lanmerding and Sheila Weldenfeld your resume since they may have staff openings.

We are finally beginning to catch up on our long-overdue mail. That is why I am a little tardy in responding to your very kind letter.

Your sweet mother-in-law is just great. We are so fond of her. She knew all the right gifts to send to Mrs. Ford during her illness. Please give her our very best, and we hope to see you both soon.

With warm regards,

Fondly,

Nancy H. Howe
Special Assistant
to Mrs. Ford

Mrs. William Whyte
5011 Sentinel Drive, #66
Washington, D. C. 20016

NMH/cp



5011 Sentinel Drive #66
Sumner, Maryland 20016

October 17, 1974

Dear Mrs. Howe,

Despite the many major and minor disasters that have occurred since last year, you have been doing a superhuman job in helping Mrs. Ford. I only hope that you are not coming unglued yourself, after keeping the White House and the Ford family together!

I am enclosing a revised version of my resume -- we've finally moved into our new condominium in Sumner. I really am serious, I would love to help Mrs. Ford doing almost anything. Answering letters, arranging trips for Mrs. Ford as an advance woman or serving as a press aide are all very much in my realm of ability. If you do not anticipate an increase of your staff, perhaps you could direct this letter to Mrs. Weidenfeld or Mrs. Lammerding, or any other appropriate person as changes are made on the East Wing staff.

My best regards to Mrs. Ford and Susan, and also your daughter, Lisa.

Sincerely,

Bonnie Brower Whyte

Bonnie Brower Whyte

phone:
office: 331-3825
home: 229-3392



RESUME

BONNIE BROWER WHYTE

5011 Sentinel Drive, #66
Washington, D.C. 20016
(301) 229-3392

Office: (202) 331-3825

Personal

Birthdate - January 9, 1952
Birthplace - Chicago, Illinois
Height - 5'3" - Weight - 123 lbs.
Marital Status - Married (William Kirby Whyte)

Education

1973 - B.A. in communications, George Washington University,
Washington, D.C.
1970 - Westfield Senior High School, Westfield, New Jersey

Experience

2/74 - present - Research Assistant, Public Affairs Department of
the National Association of Manufacturers. Background re-
search for Legislative Response Program.
9-12/73 - Intern at White House Research Office (through G.W.U. service-
learning program).
5-8/73 - Intern with House Republican Research Committee, sponsored
by Gerald Ford. Specialized in media legislation and voting
analysis.
1-5/73 - Secretary for G.W.U. Specialized Food Services.
6-9/72 - Traffic, copy, billing for Radio Station WERA, Plainfield, N.J.

Activities

President - Kappa Alpha Theta Sorority
Vice President - G.W.U. Panhellenic Association
Chairman - Public Relations for G.W.U. Program Board
Member - Student-Faculty Advisory Committee
President - Westfield Ski Club

References

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