

540 West 160th Street,
New York City,
May 23, 1923.

A 2269 Herald,

Dear Sir:

With reference to your above advertisement, I should appreciate your giving me an interview, providing you feel that my experience, which is briefly outlined below, is of such a character as to make me of use to you.

Age 31. Single. Scotch decent.

Education.

High school, 3½ years and 1 year evening high school.
3 years in Cooper Union General Science Course.
1 year Columbia University School of Journalism.

Experience.

- Two years as assistant to superintendent of large apartment house (176 apartments), had charge of stock rooms of electrical, plumbing and engineering supplies. (New York)
- Three years as assistant to editor of sporting magazine. (New York).
- 1915 June to September. Travelled across Europe with member of Rockefeller Foundation War Relief Commission, as his secretary and assistant, visiting England, France, Switzerland, Austria-Hungary, Roumania, Bulgaria, Turkey, Greece and Italy.
- 1915 September to 1916 April. Held a secretarial and clerical position in the American Legation, Berne, Switzerland.
- 1916 Travelled through Germany, Sweden and Finland to Petrograd where I occupied for three months a position as secretary and assistant to the American Charge d'Affaires, American Embassy, Petrograd, Russia.
- 1916 July, August, September. Travelled with a vice president of a large New York banking institution from Petrograd through Finland, Sweden, Norway to London and later to New York where I remained as his personal secretary for some months.
1917. June to 1918 February. Returned to Russia in employ of large New York exporting and importing house, leaving Petrograd only when business became impossible.
1918. February to November 1920. Remained in employ of this same firm which opened branches in Far East. 2½ years experience in actual trading operations at Shanghai, with two trips to Japan and one to Siberia. Firm closed its entire Far Eastern business because of financial difficulties.

- Nov. 1920 to Oct. 1922. Assistant to American Commercial Attache, American Legation, Peking, China. I hold the rank of Assistant Trade Commissioner, U.S. Department of Commerce, under full civil service status.
- Oct. 1922 to March 1923. Travelled from China to the United States with American Commercial Attache to China, and visited 19 of the principal cities and industrial centers, went through many industrial plants and conferred with the managers or presidents of these enterprises on matters relating to production, labor, distribution, shipping, and sales, an unusual opportunity to gain an idea of the manufacturing and industrial life of this country.

Much of my work in China has been of statistical nature and investigation of market conditions in the trade promotion work of the Department of Commerce.

Language qualifications.

French. I studied French 5 years in school and during my 8 months in Switzerland resided with a French speaking family, thus obtaining a fluent speaking knowledge, though I have lost this to some extent through disuse in the past five years. Two or three weeks of conversational practice evenings would be necessary to get back my speaking facility.

German. 1 year in school. Studied under tutor in Switzerland. Would require considerably more study to navigate in this language.

Russian. Studied under tutor for 1 year in Russia, and obtained fair speaking knowledge for all practical purposes, though now somewhat rusty.

Chinese. Am able to converse in simple terms employing two to three hundred words of the northern dialect.

Spanish. From my knowledge of Latin and French I have found on occasions in the past that I could translate ordinary Spanish business letters into English almost without the aid of a dictionary. I have made no study of Spanish, however, as yet.

While I cannot lay claim to actual experience in banking transactions or a technical knowledge of banking practices, I understand the fundamental principles of financial and banking operations, have had contact with foreign exchange matters, particularly silver exchange in the Far East, and believe I have a very fair conception of what constitutes a business transaction.

I am going to request you to regard this application as confidential, particularly with regard to communicating with any of my business connections mentioned above, until I have been given the opportunity of an interview.

As you will note, my experience has been varied and general. I have spent the past eight years almost entirely abroad. I now desire to become so situated as to make good use of my experience in a constructive permanent business relationship where sincere effort and application to the work will enable me to develop into it in a larger way and where I can have the same sort of confidence in the men with whom I am associated as I should want them to have in me.

Very truly yours,

A. Bland Calder.