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Claiborne Pell

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March 10, 1980

Mr. William P. Dennis  
115 Peck Avenue  
Bristol, RI 02809

Dear Mr. Dennis:

I recently received the enclosed letter from Chairman Biddle at the National Endowment for the Arts and thought you should have a copy of it.

If you would like assistance in setting up an appointment at the Arts Endowment, just let me know.

Warm regards.

Ever sincerely,

Claiborne Pell

Enclosure

AC:EF
February 26, 1980

Honorable Claiborne Pell
Chairman, Subcommittee on Education,
   Arts, and Humanities
Committee on Labor and Human Resources
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

Many thanks for your letter enclosing resume information on
Mr. William P. Dennis, who has expressed interest in employ­
ment with the National Endowment for the Arts.

I have shared Mr. Dennis' resume and your warm recommenda­
tion with the staff of the Endowment's Personnel Office, who
will be writing to him directly with information on employ­
ment with the Federal Government. I have also requested
that they retain both your letter and his resume so that
Mr. Dennis can be considered for any positions which suit
his background and interests. When Mr. Dennis has filled
out the appropriate forms from the Office of Personnel
Management, has received his Notice of Rating, and has
filled out a Standard Form 171, and sent it to the Personnel
Office, we will be sure to add this information to your let­
ter and keep it in our active files.

Should Mr. Dennis have any questions at all, I hope he will
not hesitate to let us know. Mrs. Barbara Benson, Personnel
Staffing Specialist in the Endowment's Personnel Office,
will be delighted to assist him. Mrs. Benson's experience
in the Federal service is extensive, and I know she will be
happy to provide any additional information by letter or
phone or, as you suggest, in a personal meeting when Mr.
Dennis next visits Washington. She can be reached by letter
in the Endowment's offices at 2401 E Street, N.W.,
Washington, D.C. 20506 and by phone at (202) 632-4853.
Again, my thanks for your letter. We are always pleased to learn of individuals who are interested in working with us.

As always, your interest in the National Endowment for the Arts is most welcome.

Sincerely,

Livingston Biddle

Livingston L. Biddle, Jr.
Chairman