

1980

## Letters (1980): Correspondence 77

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

NATIONAL  
ENDOWMENT  
FOR  
THE ARTS

WASHINGTON  
D.C. 20506



A Federal agency advised by the  
National Council on the Arts

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 employment with the National Endowment for the Arts.

I have shared Mr. Dennis' resume and your warm recommendation with the staff of the Endowment's Personnel Office, who will be writing to him directly with information on employment 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 letter 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.

*Handwritten note:*  
2/26/80  
L. Dennis 2/26/80

Honorable Claiborne Pell

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February 26, 1980

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,

A handwritten signature in cursive script that reads "Livingston L. Biddle". The signature is written in dark ink and is positioned below the word "Sincerely,".

Livingston L. Biddle, Jr.  
Chairman