CROSS REFERENCE SHEET

Name or Subject  Cost, Mary Rana  File No.

Regarding Secretaryship  Date

SEE

Name or Subject  Harper Letters, 1900  File No.

March 10, 1900

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."
My dear Mr. Harper,

I was glad to hear from you and to know that you are coming to New York.

I have had a call from Mr. Godwin, President of the Eastern Alumni Association, and have been invited to attend the banquet. As it is to be today night, I propose it will be perfectly proper for me to accept.

It was very good of you to
Speak of me to Mr. Russell. I have not yet heard from him, but have living in hopes to do so. Do you think it would be well for me to go and see him, or shall I wait? It would be my pleasure indeed to have both so much like my old one.

I suppose you are getting ready for Convocation, and next quarter is your vacation. I am wondering how you are going to spend it. Why not come to New York and make on
New York, Aug 1st, 1905.

Mr. Harper.

Your letter was received last night, and I write at once to let you know that what I wished to see you about is not "important" but can easily wait.

I am pleased that my good wishes came in at the proper time.

Sincerely yours,

[Signature]
your book, and I will come and help you.

Mr. Hubbard did not incline the letter to Mr. Rice, but it is possible that it may have pert in directly to him.

Take good care of yourself.

Sincerely yours,

Mary Kenz Cooke.
July 27th, 1900.

Miss M. Rena Cobb,

White Plains, New York.

My dear Miss Cobb:

Your letter of July twenty-fourth was received yesterday. You are very kind to think of my birthday, and while you were not able to think of the exact date your letter and your best wishes came on exactly the right day, July twenty-sixth.

I note what you say concerning your brother, and assure you that we will permit him to take just those subjects in which he is deficient. He will not be required to take the regular course. I appreciate the importance of his being able to shorten the time, and believe that it is important not only in his case, but in all cases.

I shall not be in New York before September first. If the matter concerning which you wish to see me is important, perhaps you would better communicate it to me before that time. You can at all events indicate whether it is important.
I will give your message to Donald.
Everything is moving along quietly here.
I remain

Very sincerely yours,
and in that way shorten the time.
May I ask when you are to be in New York, and if you are not to be too busy, I would like to see you for a few minutes. I think you have a birthday
anniversary this month. Don't you? I thought I had the exact date and could
be able to send you greetings, but I cannot find it, and think I must have left it in my
desk at Amherst. But I send my best wishes any way for I know it will be soon.
Please remember me to all the family, and tell Donald I will have his nine little little tiny
form, and to watch for the expression about the first of the month.

Very sincerely yours,

Mary B. Chase Coffin
finish his work.

He is very enthusiastic on the prospect of going back to Morgan Park, and I am particularly anxious to have him go. For I think he will do much better work away from home, and when once he gets away, he will remain until he has completed his course.

Perhaps it would be better after all for him to take the regular course. He could work short if not all the summer.
December 13, 1913.

Pres. H. P. Judson,  
University of Chicago, Chicago, Ill.

My dear President Judson:-

Miss Mary Rena Cobb has recently registered with this Bureau for a secretarial position and refers us to you for a statement regarding her qualifications. We should be glad to receive from you a frank expression of your opinion concerning her capabilities and your estimate of her personality, together with any other facts which would be helpful to us in our efforts to place her in a suitable position.

We shall appreciate your willingness to co-operate with us in this way, and can assure you that any information you may give us will be considered confidential.

Very truly yours,

Frances Cummings
Manager.
December 15, 1945

Dear Mr. T. Judson,

University of Chicago

Chicaco, Ill.

My dear President Judson:

I am happy to report that I have recently been appointed to the position of Assistant Secretary for Research and Transfer. Our Board of Governors has decided to merge our research activities with those of the Illinois Institute of Technology, and I am now associated with the Illinois Institute of Technology. I believe that this is a unique opportunity for the advancement of research and education.

We shall appreciate your willingness to cooperate with us in this new venture, and we are sure that you will give it a high priority in the Institute's planning.

Very truly yours,

[Signature]

[Printed Name]
of her father. She will, I am sure, do efficiently whatever she undertakes.

Very truly yours,

Chicago, December 15, 1913

M. P. J. — L.

Dear Miss Cummings:

Your favor of the 13th inst. is received. Miss Cobb was for several years one of my secretaries, as she had been of my predecessor, President William R. Harper. She is a woman of intelligence, character, and extremely efficient. She resigned from her employment here on account of the serious illness
December 15, 1912

Mr. William R. Harper

On account of the severe illness

of Mr. Harper's sister

she is not able to attend

the meeting on the 15th instant.

She will be in attendance on the 22nd.

Your favor of the 10th instant.

The copy was for several weeks

not received by me.

One of my secretaries, as the head

of my Department, has been

removed from the employment here.

She is in a position of importance, or

any extraneous affair.

Since receiving your favor above mentioned.

Please to allow me to return your favor.

Yours respectfully,

[Signature]
of her father. She will, I am sure, do efficiently whatever she undertakes.

Very truly yours,

E.P.J. - L.

Miss Frances Cummings,
1504 - 36 W. 32d St.,
New York City.
March 7th, 1910.

Dear Mr. Harper,

It seems a long time ago since the Saturday morning when I telephoned you to "goodbye". I think it would have been too much for me if I had come to the office, so I hope you will not think that it was indifference.

It seems my strange...
Then I realize that it will be a long time before I shall see you again. I am making an effort to pencil a picture here and a letter from you would be of great service to me. You may send such a letter to me or directly to Mr. A. C. Rose of M. Ruff & Co., New York, 327 Broadway, New York.

I know how much you dislike writing letters.
This part, and I am sorry to have to ask you for it.

He has had no paper here, and it seems to feel very much like spring.

With best wishes, and many thanks for the letter you will write for me.

Sincerely yours,

Mary [Signature]