

*Anna T. Lunsford*  
*Resume to Cover*

4321 S. York, Apt. 601  
Denver, Colorado 80218  
March 16, 1983

Constance Wyatt  
Supervisor  
Norfolk Division of Social Services  
270 W. Brambleton Avenue  
Norfolk, Virginia 23510

Dear Ms. Wyatt:

As the budget cuts of the Reagan administration are implemented, social service agencies are going to be faced with a major challenge: providing assistance to increased numbers of individuals in the most efficient and cost-effective manner. This challenge can be met only with staff members who have effective communication skills for dealing with clients, yet who also can process forms and documents quickly and accurately.

With a master's degree in speech communication and an emphasis in sociology, I have a record of success in these areas that I believe you will find interesting. The enclosed resume provides brief examples of my accomplishments.

Since I will be in Norfolk next week, I hope you won't mind a call then to set a time to discuss possible employment.

Sincerely,

*Anna T. Lunsford*

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