

THE WHITE HOUSE
WASHINGTON

March 19, 1996

Tonya Esposito
1475 Euclid Street, N.W.
Apartment 306
Washington, D.C. 20009

Dear Ms. Esposito:

Thank you very much for your March 6, 1996 letter. As a proud alumna of Trinity College, I am pleased to know that talented students from Trinity are interested in working for the Clinton Administration.

Although the Office of the First Lady does not have any openings at this time, I will keep your resume on file. I have also personally forwarded your resume to Harold Ickes, Deputy Chief of Staff to the President.

Enjoy your remaining time at Trinity and thank you again for writing.

Sincerely,

Margaret Williams
Chief of Staff
to the First Lady

March 19, 1996

Ms. Tonya Esposito
1475 Euclid Street, N.W.
Apartment 306
Washington, D.C. 20009

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Thank you very much for your March 6, 1996 letter. As a proud alumna of Trinity College, I am pleased to know that talented students from Trinity are interested in working for the Clinton Administration.

Although the Office of the First Lady ~~presently~~ does not have any openings ^{at this time} ~~at this time~~, I will keep your resume on file. I have also personally forwarded your resume to Harold Ickes, who is in charge of ^{the President's} ~~the President's~~ ^{Deputy Chief of Staff} ~~Deputy Chief of Staff~~ ^{to 2459} ~~to 2459~~

~~Please accept my best wishes and~~
thank you again for writing.

Sincerely

Margaret Williams
Chief of Staff
to the First Lady

Enjoy your remaining time at Trinity and →

Trinity College
student looking for
paid or volunteer
work in First Lady's
office or campaign.

Louise Esposito

*Evan -
talk to me
about
this
Maggie*

March 6, 1996

Ms. Maggie Williams
Chief of Staff,
Office of the First Lady
OEOB, Room 100
Washington, D.C. 20500

Dear Ms. Williams,

Although I have never had the pleasure of meeting you in person, I feel as though I already know you well since I've learned so much about you. As a senior at Trinity College, I speak for many when I say that your success has served as a role model for the entire student body, and we take great pride in striving to follow in your foot steps.

Presently, I am an employee of the Commerce Department, and have worked there to finance my education for almost two years now, as both an intern and a secretary. Overall, my experiences at Commerce have been quite beneficial in terms of the experience I have attained. However, I am hoping to move on to a position where I can use my administrative/support skills in addition to my writing skills and education, to become more involved in the actual political process. My desire to do so comes in light of the fact that one of my future goals is to attend law school.

I have recently forwarded a resume to the Volunteer Coordinator's office for the Clinton-Gore '96 reelection team. I am told that at this time, there are no full-time, paid positions available with the campaign, but that it would be wise to volunteer for the democratic primary to be held in May. I am hoping that in doing so, I might eventually be able to attain a full-time position when the opportunity becomes available. In addition, I am also very interested in working for the Office of the First Lady since I am sure that many of the issues your staff is involved with are congruent to my experiences and training as a sociology major/women's studies minor.

Any assistance or guidance you could provide me with concerning my goal would be greatly appreciated. I'd like to thank you for taking time out of your busy schedule to review my materials, and I eagerly await a response from your office.

Sincerely,

A handwritten signature in cursive script, reading "Tonya M. Esposito". The signature is fluid and elegant, with a large initial 'T' and a decorative flourish at the end.

Tonya M. Esposito,
Trinity College, Class of '96

TONYA M. ESPOSITO

1475 Euclid St, NW, Apartment 306, Washington, D.C., 20009, (202)265-0569H, (202)482-4759W

EDUCATION

TRINITY COLLEGE, WASHINGTON, D.C.
B.A. in Sociology/Women's Studies
Class of 1996

EXPERIENCE

UNITED STATES DEPARTMENT OF COMMERCE
Office of the Under Secretary for International Trade
Secretary, July 10, 1995-Present

Job duties encompass a wide variety of responsibilities, primarily consisting of essential front office/administrative support, such as handling a high volume of incoming phone calls and visitors, preparing travel arrangements for advance teams, keeping a log of incoming correspondence, distribution of mail, purchasing office supplies, as well as composing and editing documents. May also be called upon to assist with special assignment/projects, as needed.

UNITED STATES DEPARTMENT OF COMMERCE
Office of Automotive Affairs
Office Automation Clerk/Intern, May 15, 1994-July 10, 1995

Responsibilities involved providing essential office support during the U.S.-Japan auto negotiations. This included receiving and processing telephone calls, word processing needs, administrative duties, as well as greeting and announcing visitors. Also responsible for making travel arrangements for various staff members.

TRINITY COLLEGE
Graduate Workshops Office
Program Assistant, May 15, 1993-September 5, 1993

Responsibilities included registering and keeping track of incoming students, maintaining database files, as well as preparing for upcoming workshops by fulfilling instructors requests for materials, etc.

SKILLS/EXTRACURRICULAR ACTIVITIES

- *Proficient in Word Perfect 5.1, 6.0, and Windows(IBM/PC)
- *Experienced with ClarisWorks and PageMaker (MAC)
- *Typing speed: 55+ Words Per Minute
- *Excellent Oral and Written Communication Skills

- *Board of Trustees Representative, Trinity College, Jan. '95-Jan.'96
- *Editor-in-Chief, *TrinityTimes*, Sept. '94-Jan. '95
- *Contributing Editor, *The Trinologue*, Sept. '94-May '94
- *Campus Ministry Volunteer, Trinity College, Sept. '94-May '95
- *Judicial Committee Member, Trinity College, Sept. '92-May '93

References and writing samples furnished upon request

COPY

March 6, 1996

Office of the Volunteer Coordinator
Clinton-Gore '96
P.O. Box 19300
Washington, D.C. 20036-9300

Dear Sir/Madam,

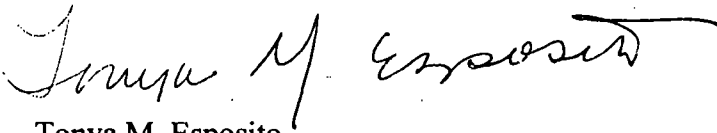
I would like to take this opportunity to offer my services to the Clinton-Gore reelection campaign as a volunteer. I have recently learned that recruiting is now taking place for the democratic primary to be held on May 17, 1996. I am currently an employee of the Commerce Department here in Washington, as well as a senior at Trinity College. **I will be available to volunteer on Monday, Thursday, and Friday evenings after 5pm.** I am also available on weekends, should the need arise.

As you will see from the attached resume, I am currently working for the International Trade Administration, in the office of the DAS for International Economic Development (which is a part of the Under Secretary's office.) My duties as a secretary/program support person consist of a variety of activities, including preparing travel arrangements for Secretarial advance teams, handling incoming and outgoing correspondence, maintaining daily log sheets of incoming phone calls/visitors, etc.

Overall, my experiences at the Commerce Department have been quite beneficial. I feel that I have learned a great deal about government, and the whole political process here in Washington. It would be an honor to have the opportunity to use the knowledge and skills that I have attained to assist the Clinton-Gore reelection team during the '96 elections. I am hoping that in doing so, I might eventually be able to attain a full-time, paid position with the reelection team when the opportunity becomes available.

Incidentally, I have also enclosed a copy of a letter which I forwarded to Ms. Maggie Williams, Chief of Staff for the First Lady, expressing my desire to come aboard. Please feel free to contact me should you have any further questions about my experience/qualifications. I thank you in advance for reviewing my materials, and I look forward to hearing from you soon.

Sincerely,



Tonya M. Esposito