



STATE OF NEW YORK
EXECUTIVE CHAMBER
ALBANY 12224

April 24, 1990

ELLEN E. CONOVITZ
DIRECTOR OF ADMINISTRATION
FOR THE GOVERNOR

RE: STATE CIVIL SERVICE COMMISSION

Dear Ms. Moore:

I am pleased to advise you that you are being considered for appointment to the State Civil Service Commission. In a few days, you will be receiving a Pre-Appointment Financial Questionnaire from Ms. Patricia Bucklin, First Assistant Counsel to the Governor. The submission of this questionnaire is required prior to appointment.

As part of the appointment process, we will request that the State Police conduct a background investigation. This is an ordinary procedure followed in the processing of all gubernatorial appointments of this type. This procedure normally takes about eight weeks to complete.

I also ask that you please submit a copy of your current resume. To simplify our review process, would you complete the enclosed verification form, attach it to your resume and return them both to Kathleen Monahan in the Appointments Office as soon as possible.

If you have any questions, or if there is any reason you do not wish to be considered for this appointment, please call Ms. Monahan as soon as possible at 518-474-0491.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ellen E. Conovitz", written in a cursive style.

Ms. Elizabeth D. Moore
5 Laura Drive
Averill Park, New York 12018

Enclosure