



Michael Anderson & Company, Inc.

August 31, 2009

Dear Students:

We are urgently seeking an employee who will:

- assist with the design of mailings
- prepare and mail 100+ items on a weekly basis
- make follow up phone calls on items sent
- assist with marketing for periodic client conferences and seminars that we host
- update/maintain the written company marketing plan and ensure that current initiatives are in line with the plan.

The position is part time, approximately 20 hours per week. We are willing to work around school schedules as long as the 20 hours per week (approximately) is completed Monday – Friday between 8am and 5pm. The pay rate will be up to \$12/hr depending on experience.

A qualified candidate must be: proactive, creative, detail-oriented, professional, self-motivated, and have excellent communication skills. ***Being comfortable speaking on the phone is a must as a considerable amount of time will be spent making calls.*** If you are not comfortable on the phone this is not the position for you. Strong PC, Internet, and Microsoft Office skills are also required. He or she must also possess precise typing, editing, and proofreading skills.

Please email resumes and/or inquiries to [Jayne@macocpa.com](mailto:Jayne@macocpa.com). We hope to fill this position as soon as possible so please send responses without delay.

Very truly yours,  
Michael Anderson & Company, Inc.