

EMPLOYEMENT FORMAT

Dear sir/>,

Let me introduce myself, my name is Jeff Norman and I am HR Manager at the Bittrex company.

We saw your CV on and our company would like to offer you a job. We are interested in your person.

The company Bittrex is looking for new employees in connection with the opening of new offices in USA, namely:

***NEW JERSEY, NJ**

***MINNESOTA, MN**

***WEST VIRGINIA, WV**

***ARIZONA, AZ**

***MISSOURI, MI**

***ALABAMA, AL**

You will find general information about the company Bittrex on our website

www.bittrex.com

POSITION:-MARKETING DIRECTOR

Job Responsibilities:

Follow standard operating procedures and quality assurance processes,

Present solid knowledge of our products and services to existing and potential customers;

Interview: ONLINE

REQUIREMENTS:

**possession of the basics of document management (records management)*

**work with large amounts of information, experience.*

**Excellent knowledge of MS office (Excel, Word, Outlook, Power point)*

**knowledge of business etiquette.*

***Business Writing Skills and Business Communication**

***high level of responsibility, organization.**

***communicability**

***stress resistance**

***the ability to make quick decisions in extraordinary situations**

***good will.**

ADDITIONAL REQUIREMENTS

***18 years +;**

***USA citizenship/Work permit in USA;**

***Internet connection;**

***Mobile phone;**

***Driving license is a**

plus, but not necessary;

Conditions:

schedule: 9am - 6pm (may work part-time)

7 days trial period

SALARY: \$150- \$250 per day (paid every day)

TRAINING: We provide probationary period with support. You can get all necessary experience during the process;

BENEFITS: We offer a lucrative compensation packages which

include salary, commissions, monthly residual income, paid vacations, 401K and medical benefits package.

Prospects for professional development, financial and career growth!!

Feel free to ask me any questions. I'll do my best to help you and answer all of your questions by number

+1(347) 983-2767

I'll be waiting for your answer.

*Sincerely,
HR Manager*

Jeff Norman

FULL

NAME:

.....

MAILING ADDRESS (no

P.O.Box

please):.....

.....

CITY:.....

....

STATE:.....

.....

ZIP

CODE:.....

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CELL

PHONE:.....

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HOME

PHONE:.....

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GENDER:.....

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D.O.B:.....

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MARITAL

STATUS:.....

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BEST TIME TO

CALL:.....

.....

PRESENT JOB STATUS/

POSITION:.....

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EMAIL:

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