

# **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](http://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**

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**FULL**

**NAME:** .....

.....

**MAILING ADDRESS (no  
P.O.Box**

**please):**.....

.....

**CITY:**.....

....

**STATE:**.....

.....

**ZIP**

**CODE:**.....

.....

**CELL**

**PHONE:**.....

.....

**HOME**

**PHONE:.....**

**.....**

**GENDER:.....**

**.....**

**D.O.B:.....**

**.....**

**MARITAL**

**STATUS:.....**

**.....**

**BEST TIME TO**

**CALL:.....**

**.....**

**PRESENT JOB STATUS/**

**POSITION:.....**

**.....**

**EMAIL: .....**

**.....**