

# Adams Web Studio — Application Instructions

## ■ ROLE: Cold Caller / Sales Assistant

To apply for this role, you must complete ALL of the following:

### STEP 1 — Record a Short Video (Required)

- Create a 30–60 second video introducing yourself.
- At the end of the video, demonstrate the **\*\*shortened cold call script\*\*** (listed below).
- Upload your video to YouTube as an UNLISTED video (not public, not private).
- Do not edit the video — keep it simple, natural, and confident.

SCRIPT TO SAY IN YOUR VIDEO:

"Hi, my name is [Your First Name], I'm reaching out on behalf of Adams Web Studio.

We help small businesses like yours stand out with custom websites — no monthly fees, just results.

Do you currently have a website or are you open to improving your online presence?"

(End your video by thanking us for the opportunity.)

### STEP 2 — Submit Your Info (Required)

- Email your video link to: [adamswebstudio@gmail.com](mailto:adamswebstudio@gmail.com)
- Use the subject line: Application – Cold Caller
- Include the following in the email:
  - Your full name
  - Phone number
  - City & state
  - Best days/times to call you
  - Preferred start date

### STEP 3 — Availability Confirmation (Required)

- In your email, list which weekdays you're available for part-time calling between 10am–6pm.
- You must be able to commit to 3–5 hours per week.

## ■ **ROLE: On-Call Cleaning Assistant**

To apply for this role, please send the following to: [adamswebstudio@gmail.com](mailto:adamswebstudio@gmail.com)

Include in your email:

- Subject Line: Application – Cleaning Assistant
- Full name
- Phone number
- What city you live in
- Times/days you're typically available
- How soon you're able to start
- (Optional) Short video introduction

## ■ **What Happens Next?**

Once your application is received, you will get a response within 3–5 business days.

If selected, you'll be invited to a short phone interview.

Thank you again for your interest in working with Adams Web Studio!

– Zoe Adams

Creative Director

[adamswebstudio@gmail.com](mailto:adamswebstudio@gmail.com)