

A job search

READING

A job ad

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Description:
We're looking for someone reliable and intelligent to join our growing team. The perfect applicant is ready for a new challenge. This is an excellent opportunity if you're interested in a "people profession." Salary is based on experience.

Responsibilities:
You will help us design our programs and increase our business. You must be able to deal with difficult customers calmly. Working hours are usually from 9:00 a.m. to 5:00 p.m., but you also have to work two evenings a week.

Qualifications:
You need to have a two-year or four-year degree in education, business, or similar. You should have at least two years of work experience. You need strong communication skills and basic computer skills, and you must write well. You need to work well in a group and by yourself.

APPLY NOW

What kinds of skills do applicants need for the job?

How much education and experience do they need?

READING AND SPEAKING

To apply or not to apply?

Read Jacob's profile.

Jacob Bradley

298 Willow Street, Denver, Colorado 80123

303-555-2910

jbradley23@metmail.com

PROFESSIONAL PROFILE

I have a degree in education with one year of experience as a teacher's assistant at a high school. I'm bilingual (English and Spanish). My biggest accomplishment so far is starting an after-school technology program for teens. I'm also a soccer coach, and I play on a basketball team. I learn new things quickly and get along well with people of all ages.

Do you think he should apply for the job? Why or why not?