

Hello Hunter Helpers,

The following positions are available. Please indicate your interest by responding back with the number of the job desired, your FULL name, email, telephone number, as well as an updated biographic paragraph (*see example below*). Please be sure to use the name and email address with which you registered for Hunter Helpers. The deadline for your response is by **DATE**.

\*\*\*Please note that in the event that more students apply than the number that will be considered, responses will be evaluated on a first-come, first-serve basis.

**RESPONSES THAT DO NOT FOLLOW THE FORMAT BELOW WILL NOT BE CONSIDERED**

*John Doe – Jobs #1,3*

*Email: [jdoe@hunter.cuny.edu](mailto:jdoe@hunter.cuny.edu)*

*Phone: 212-222-2222*

*John Doe is a junior at Hunter, studying Math and Art History. He is very outgoing, energetic and is a quick learner. John has previous experience in working with children (ages 3-16) as well as administrative experience (organizing, faxing). He is proficient in Microsoft Word, PowerPoint and Excel as well as cooking.*

Thank you.

Sincerely,

Hunter Helpers Program

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Job #1

- Part-time Babysitter for two children (4 and 2 year old boys)
- Mondays and Wednesday: 4:30-7:00pm
- Thursdays: 2:30-6:00pm and Fridays 12:00 – 7:00 pm
- Babysitting Experience required
- Upper East Side -- \$15/hour

Job #2

- Computer Helper
- Proficient with Microsoft Excel and Word
- Fridays 8:00 am – 9:30 am OR 8:00 pm – 9:30 pm
- Additional hours can be negotiated
- Preference for Computer Science Majors
- Lower East Side -- \$15/hour