



Application for Position of SAYMA Administrative Assistant

Please type or print neatly

Full Name _____

Address _____

(Street or PO Box)

(City) (State) (Zip)

Email _____

Phone (home) _____ (cell) _____

Monthly Meeting _____

Are you a Member or Attender? _____ How long? _____

Please say something about your involvement in the meeting.

What is the highest level of education you have achieved?

You may attach additional sheets to answer the following questions:

1. Why do you want to serve as SAYMA Administrative Assistant?
2. Describe your experience and level of expertise with computers, such as word processors, desktop publishing, spreadsheets and databases.
3. Describe your experience handling time-sensitive work, finances and budgets.
4. Describe your experience with Friends' organizations.
5. Describe your experience/relationship with SAYMA.

Please attach the following:

- Resume or work experience
- List of references (3 or 4)
- Letter of recommendation from your monthly meeting.