



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.
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
- Letter of recommendation from your monthly meeting.