

From: XXXX YYYY <[xxxxxx@mines.edu](mailto:xxxxxx@mines.edu)>  
Date: Wed, Aug 28, 2019 at 9:55 AM  
Subject: Part Time, JOB-OFFER  
To:

Hello and Good morning,

Dr. Mark is currently looking out for an assistant who is self motivated, reliable, articulate and eager to learn with minimal supervision required to work-from-home part time as his Personal Assistant.

Job Scope:

- > Manage diary and schedule meetings and appointments??
- > Screen and direct phone calls and distribute correspondence
- > Produce reports, presentations and briefs
- > Make travel arrangements

Hours: An Average of 12hrs weekly

Wages: \$300.00 weekly

If interested, Submit your resume/cover letter directly to Dr. Mark via:  
[badguy@gmail.com](mailto:badguy@gmail.com)

Thank you,

XXXXX YYYYYYYY  
Colorado School of Mines  
Golden, Colorado 80401