



“If You Have Enthusiasm, A Positive Attitude, And A Few Basic Skills, I Have A \$15/hr, Fun, And Fulfilling part time Job Just For You!”

TipTopFitness Training, LLC &
DC Property Management , LLC

Dear Prospective Employee,

First of all, thanks for taking the time to visit this site. It's my hope you have precisely what I need in an employee so I can take this page down immediately and put you to work in the fun and rewarding job I have available.

You should have arrived here because you saw my employment ad that reads like this:

Attention fitness and business minded individuals: Part-Time to full time Administrative position available for Start-up Real estate Management and Personal Trainer Studio.(Starting Salary: \$15.00 an hour). Monday / Wed/ Friday evenings 4-7:00PM. Interested parties may contact me at: www.TipTopFitnessTraining.com Click on the Career tab for full details.

So, let me tell you about me, my companies and the position.

My name is David Corvo and I am a Fitness Trainer/ Entrepreneur in Cherry Hill. My 2 companies are called Tip Top Fitness Training, LLC and DC Property Management, LLC. I have been a successful trainer renting space in Cherry Hill for the last 7 years. I also have several rental properties located in Burlington County. I am in the process of purchasing a location in Camden County to create my own training studio. My goal is to expand both businesses and hire a qualified and competent Administrator to help me integrate the process.

The new location of my personal training studio will be 609 Station Ave in the Borough of Haddon Heights N.J. (Across the street from the “Station Avenue Restaurant”).

If you are hired for this job, you'll need to come to the office and work Monday, Wednesday, and Friday Evening from 4:00 PM to 7:00 PM. This is a part time opportunity (\$15.00 Starting salary) with a trial period of 4 months. Upon successful completion of the trial period, and substantial growth meriting full time capabilities, the part time administration position will lead to a 30 hour a week opportunity.

Tasks I Need You to Perform

- **Answering and returning phone calls from customers, Clients, prospects, contractors, and tenants.** I don't get a ton of phone calls, but the ones that come in are important. When you're not here to answer the phone, many of the calls will go to voicemail. You'll be responsible for returning those calls the next day.
- **Responding to customer service phone calls and emails.** I get quite a few phone calls and emails every day. You will need to respond to each of these with basic information I'll provide you. You need to be comfortable talking on the phone, using email and being a good typist.
- **Filing.** Basic stuff to keep up with the paper flow.
- **Website management.** Ideally, you'll have some technology skills and can do some basic updates to my website (if not, I'll teach you how). You do NOT need to know HTML, but if you do, that's a plus. Also, if you're familiar with FrontPage, word press, and are generally comfortable with internet technology, that's definitely a plus.
- **Maintain and manage web appointments for clients and customers (Infusionsoft).**
- **Scheduling / coordinating contract work and tenant notifications.**

Required Skills

These are the skills **you must already have** to qualify for this position:

- **Microsoft Word.** You must be very comfortable using Word.
- **Microsoft Publisher.** We publish a monthly newsletter in publisher, and you'll need to be able to make edits/changes to the file when necessary and get it ready for print.
- **Microsoft Excel:** You must have basic Excel skills. We don't do anything advanced with this software, just some simple spreadsheets, but you must be comfortable doing what I need you to do.
- **Quicken & Microsoft Office**
- **Good phone personality/etiquette:** You will be talking with my customers, who are VERY important to me, and prospective customers, who are also important. You must be comfortable conversing on the phone, in person, and through email. You must know how to conduct yourself professionally, take clear messages and deliver clear instructions to the prospect or client. I'll teach you everything you need to say and do, but I can't teach you manners and professionalism.
- **Email:** A great deal of your work will be via email. I use a web-based program that's easy to learn (you'll understand it within 30 minutes). You need to be very comfortable and proficient with email.
- **Thoughtfulness and organization:** I need you to be able to think for yourself and be organized. I am very serious about this one. I do not want a robot, **I want someone who learns and grows with me.**

How To Apply

I'm looking to hire the right person **by June 31st, 2014** at the latest. If this job sounds good to you, follow these instructions now.

Here's what I want from you. NOTE: Failure to follow these instructions will result in your resume going in the circular file. This is your first test, okay?

- Write me a letter explaining why you are the perfect person to fill this position. Include full contact information (name, address, phone, email) on this cover letter.
- Provide a detailed resume.
- On a separate sheet of paper list at least three references with phone numbers and what your relationship is with each reference (i.e. previous employer, college professor, etc.).
- Staple the documents together in the order above with the cover letter on top.
- Mail to:
Tip Top Fitness Training, LLC
609 Station Ave, Haddon Heights Borough
Haddon Heights N.J. 08035

I will review your resume. If I feel you're a good prospect, I'll call or email you to set up a personal interview.

The sooner I get your resume, the better. This will not be a long, drawn out process. I believe in taking action quickly so get your resume over to me pronto! I look forward to reviewing it and hopefully meeting you personally.

Again, thanks very much for your interest,

David Corvo

P.S. This is not a corporate type of structured job. I am an entrepreneurial small business owner. I move quickly to capitalize on opportunities. This is not the type of job where just showing up is enough. Performance is everything to me. If you perform, you will be rewarded. I want nothing more than to find a person who takes real interest in doing good work and contributing to the growth of the business. **If that's you, I promise that \$15/hour part time job is only the starting point. I recognize and reward performance.**

With all that said, as I mentioned in the headline on this page, enthusiasm and a positive attitude go a long way in my book. I'm a very positive, upbeat guy and appreciate those qualities in others. As long as you have the basic skills I mentioned, and a great attitude, **you're definitely a candidate! So send me your resume today!**