

## **Sample Newspaper Job Advertisement**

RECEPTIONIST (FT), Manchester Family Health Clinic. Seeking personable and cheerful individual to join our team. Will be required to answer phones, greets patients and others, make appointments, arrange referrals, assist with computerized medical record, and other duties. Must have HS diploma/GED, ability to use IBM-compatible computer, working knowledge of MS Word & Excel, good communication skills. EOE. Requires two years of experience in a health care setting. Send letter and resume via email to [jdoe@yahoo.com](mailto:jdoe@yahoo.com) or mail to Manchester Family Health Clinic 10 Johnson Dr, Manchester, KY