

Thank you for your interest in working as a Bookseller at Maria's Bookshop. We are always excited to receive applications from people who have a passion for books and a desire to share it with our community. This letter is intended to give you an overview of the Bookseller position and the opportunity to decide whether or not to apply; please take time to read through it.



Maria's Bookshop has served Durango and its surrounding communities since 1984. Our customers count on receiving outstanding service every time they walk through our doors. We trust our employees to ensure that this expectation is met and exceeded with each customer interaction.

We are seeking enthusiastic readers with previous experience in bookselling or a desire to learn. General skills we like to see in our new employees include: prior retail or public relations experience, Windows computer experience, an ability to be attentive to details while keeping an eye on the big picture and a constant desire to solve problems. Flexibility and a sense of humor are a plus!

All booksellers are required to work a variety of shifts including weekdays, weekends, and evenings. Attendance is required at our monthly staff meeting which is usually scheduled the first Wednesday evening of the month. Time-off is restricted during our busiest seasons as follows: during July and August one week is available, and between Thanksgiving and New Year's Day no time off is available. Outside of these times we attempt to be flexible and accommodate employee-scheduling needs.

This position is physically demanding. In addition to being on your feet six to nine hours per day, it also requires the ability to lift heavy boxes, take out trash, shelf books, climb ladders, sweep floors and sidewalks, shovel snow and clean the shop. We try to maintain a comfortable atmosphere for our customers. It is commonly overlooked that our staff works very hard to maintain this atmosphere.

Maria's Bookshop offers competitive wages and benefits. Pay rates after initial training are commensurate with experience and usually start at \$12.00 an hour. Benefits include a 40% merchandise discount and company-matched IRA contributions. There is also an opportunity for advancement to higher responsibility jobs including managerial positions.

You now know more of what this job at Maria's Bookshop entails. If you believe you are a potential candidate, we invite you to fill out an application. Please pay particular attention to the questions on the back of the application. They help us to get to know you better. Include a resume and any additional information if you feel it will help us in making a decision about your qualifications for this position.

Please contact me if you need any further information.

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