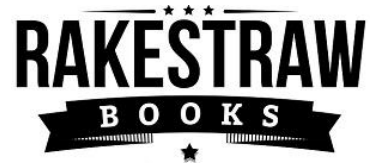


Bookselling Position Overview:

Thank you for your interest in working as a Bookseller at Rakestraw Books. 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.



Rakestraw Books has served Danville and its surrounding communities since 1973. 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.

Desired skills and experience:

- Enthusiastic readers
- Prior bookselling experience
- Prior retail or public relations experience
- Ability to be attentive to details while keeping an eye on the big picture
- Ability to meet physical demands including: work on your feet four to six hours per day, lift heavy boxes, climb ladders, take out trash, sweep sidewalks and clean the store.

Scheduling requirements:

- Required to work a variety of shifts including weekdays, weekends, and evenings.
- Mandatory attendance at regular staff meetings..
- Time-off may be restricted during our busiest weeks: generally November 1 to January 10. Note: We are closed Thanksgiving, Christmas, Boxing Day, and New Year's Day. We attempt to be flexible and accommodate employee-scheduling needs.

Compensation, benefits and opportunities for advancement:

- Pay rates start at \$16.00/hour.
- Benefits include a significant merchandise discount and other perks.
- Opportunity for advancement to higher responsibility jobs.

Application:

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.

You may submit completed applications in-person at Rakestraw Books or via email to rakestraw_books@yahoo.com.

Position is open until filled. Interviews will be conducted on a rolling basis. Earlier applications will receive preference.

Please do not include this letter with your application. Please contact me if you need any further information.

Michael Barnard

Michael Barnard
Owner
rakestraw_books@yahoo.com