

# PT Operations & Executive Assistant Application

Thank you for applying for DC127's Operations & Executive Assistant position. This application is in place of a resume and cover letter. If you would still like to submit a resume or cover letter, you may do so at the bottom. Please note that no preference will be given to candidates who also submit a resume or cover letter.

We'll begin reviewing applications on February 12th, but we will accept applications until the position is filled.

If you have any questions, please email us at [info@dc127.org](mailto:info@dc127.org).

**Name \***

 

First Last

**Email \***

**Phone Number \***

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### ### ####

**Address \***

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

## Education

Bachelors degree not required. If you are not working on or have not completed a bachelors degree or higher, just leave this section blank.

**School #1**

**Degree**

**Graduation mm/yy**

**School #2**

**Degree**

**Graduation mm/yy**

**Other relevant education experience you want to tell us about:**

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**Relevant Work Experience**

Please describe your 2-3 most relevant positions. You can include other work experience at the bottom of this section.

**Job Title, Employer #1**

**Location**

**Start and End Dates**

**What were your main responsibilities at this job?**

**How did this job prepare you to thrive as DC127's Operations & Executive Assistant?**

**Job Title, Employer #2**

**Location**

**Start and End Dates**

**What were your main responsibilities at this job?**

**How did this job prepare you to thrive as DC127's Operations & Executive Assistant?**

**Optional: Job Title, Employer #3**

**Location**

**Start and End Dates**

**What were your main responsibilities at this job?**

**How did this job prepare you to thrive as DC127's Operations & Executive Assistant?**

**Optional: Please briefly share any other relevant work experience.**

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**Other related experience and relevant skills**

**Please briefly share any volunteer or other relevant experience.**

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**Thank you for applying!**

We appreciate your interest in DC127's Operations & Executive Assistant position. If you have any questions, please email us at [info@dc127.org](mailto:info@dc127.org).

**Optional: Attach a resume or cover letter.**

No file chosen

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