

Response Letter to Admin Applicant

Massage Department Resource

Hello _____,

My name is _____ and I am the Manager for _____. I received your resume on Indeed and would love to set up an interview time with you. But before we do I would like to go over a few things regarding the position.

This position would be part time. The current hours I am in need to fill immediately are:

Monday 8a-2p
Tuesday 8a-2p
Saturday 9a-4:30p
Sunday 9a-4:30p
And some Fridays from 8a-2p

These is also a need for fill in shifts here and there.

The pay for this position is \$12 per hour starting.

_____ has been in the Downtown Bellevue area for over 14 years and we are in need for a receptionist at our newly opened BelRed location.

We offer Medical Massage Therapy to patients that have a medical necessity for and injury. We accept most major insurance companies and the job would consist of calling insurance companies to verify Massage coverage prior to the appointment. Your basic job duties would be

- Welcoming patients
- Checking Patients in and out
- Answering phones
- Checking voicemails and emails.
- Scheduling appointments
- Collecting patient responsibilities

If you still have an interest in this position I do have several available times to meet with you this week. I am available Wednesday thru Friday from 9a-1p and Saturday and Sunday I will be available from 9a-2p. If this week does not work for your schedule I will also have some availablity next week as well.

Regards,
