

**PITTSFORD CHAMBER OF COMMERCE**  
**Executive Assistant Job Application Form**

**Date of Application:** \_\_\_\_\_

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**Personal Information**

**Full Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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**Availability**

**Date Available to Start:** \_\_\_\_\_

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**Skills**

Please check all that apply:

- Microsoft Word
  - Microsoft Excel
  - Microsoft Outlook
  - Email Marketing (i.e. Constant Contact, Mail Chimp, etc.)
  - Data Entry
  - Scheduling/Calendar Management
  - Customer Service
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**References**

**Reference #1:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Reference #2:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please attach a copy of your resume with job application. Send to: [info@pittsfordchamber.org](mailto:info@pittsfordchamber.org)