**Example of a Job Advertisement for a Personal Assistant**

Below is an example of a job advertisement for a Personal Assistant. You do not have to use this as an example, it is just a guide.

*Job title:*

*Job Reference:*

*Closing date:*

*A Personal Assistant is required in the Wimbledon area to support a person with personal and domestic care.*

*Experience is preferred, although not essential. Candidates must have good communication skills, be flexible and have a positive attitude.*

*A Criminal Records Bureau check will be required and the job is dependent on satisfactory references.*

*The hours required are per week.*

*The rate of pay is £ per hour.*

*Please contact INSERT NAME on INSERT PHONE NUMBER for an application form and brief discussion about the role. If there is no one available to take your call please leave a message clearly stating your name, address and job reference.*