



December 1, 2009

Geraldine Lombard
Director of Career Services
Briarwood College
VIA FAX
(860) 276-8838

Dear Geraldine,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.
Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure



December 1, 2009

Allison Terry

Secretary

Naugatuck Valley Community College

VIA FAX

(203) 575-8003

Dear Allison:

We are currently seeking candidates for the following positions:

Account Executive

New Business Development Account Executive

Producer (a.m.)

Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle

Human Resources Generalist

Fax: (860) 520-1320

resumes@fox61.com

Enclosure



December 1, 2009

Aileen Foster
Assistant Director for Employer Relations
Wesleyan University
VIA FAX
(860) 685-2181

Dear Aileen,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure



December 1, 2009

Stacy Tweedie
Asnuntuck Community College
170 Elm Street
Enfield, CT 060823800
(860) 253-3029

Dear Stacy,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Lisa Loveday
Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06231
(860) 774-2327

Dear Lisa,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure



December 1, 2009

Stan Simpson
CT. Association of Black Communicators
(860) 241-3865

Dear Stan,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure



December 1, 2009

George Sutherland/Mary Judkins
Urban League of Greater Hartford
P.O. Box 320500
Hartford, CT 061320590
(860) 293-2621

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure



December 1, 2009

William Caliendo
Southern CT State University
501 Crescent Street
New Haven, CT 06515
(203) 392-6541

Dear William,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure

WTIC/MTXX - TV POSITION DESCRIPTION

POSITION: Account Executive

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivated, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 12/1/09

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, One Corporate Center, Hartford, CT 06103

or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive **DATE:** 12/1/09

DEPARTMENT: Sales

REPORTS TO: Local Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualtap and TV Scan materials for research presentations.
- Develop business for WTXX.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and WTXX.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 12/1/09

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/WTXX-TV Television, One Corporate Center, Hartford, CT 06103
or E-mail to resumes@fox61.com

WTIC/MTXX-TV POSITION DESCRIPTION

POSITION:

Producer/ News Writer

DEPARTMENT:

News

REPORTS TO:

Assistant News Director

ROLE: Responsible for using the materials and staff available to write and produce a quality newscast. This position is responsible for producing and writing the morning newscasts.

RESPONSIBILITIES:

- Produce and write copy for morning newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce franchise reports ie: consumer or entertainment or other
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 12/1/09

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, One Corporate Center, Hartford, CT 06103

or E-mail to resumes@fox61.com

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Sales Associate

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager (with a dotted line to other Sales Managers)

ROLE: Assist the members of the sales department in local and national sales related clerical duties as assigned. Act as assistant to all sales managers.

RESPONSIBILITIES:

- Support sales managers with reports and clerical needs
- Support Local Account Executives with clerical needs
- Act as office manager for the sales department (ordering supplies, etc.)
- Contact clients with commercial times by phone, e-mail, or fax
- Maintain database of clients and mailing lists
- Assist with preparation of sales presentations
- Maintain paid programming schedules
- Answer sales managers phones
- Assist Account Executives in posting on-air schedules
- Route interdepartmental correspondence (i.e. orders to traffic department)
- Reception and phone coverage when necessary
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Excellent communications skills, in person and phone
- Good computer skills, strong word processing skills
- Typing skills, accuracy and speed important, knowledge of Word, Excel
- Must be highly organized and have the ability to handle multi-tasks

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 12/1/09

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/WTXX-TV Television, One Corporate Center, Hartford, CT 06103
or E-mail to resumes@fox61.com



December 1, 2009

Richard Lenoce
Program Coordinator, Broadcast Communication
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

Dear Richard,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Sharon Koch
Director of Student Services
Lyme Academy of Fine Arts
84 Lyme Street
Old Lyme, CT 06371

Dear Sharon,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Wanda Edwards
Secretary
Gateway Community College
Career Services Department
60 Sargent Drive
New Haven, CT 06511

Dear Wanda,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Richard Lenocce
Program Coordinator, Broadcast Communication
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

Dear Richard,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Sharon Koch
Director of Student Services
Lyme Academy of Fine Arts
84 Lyme Street
Old Lyme, CT 06371

Dear Sharon,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Wanda Edwards
Secretary
Gateway Community College
Career Services Department
60 Sargent Drive
New Haven, CT 06511

Dear Wanda,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Karen Hunter
National Association for Broadcasters
1771 N. Street N.W.
Washington, D.C. 200362891

Dear Karen,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

John Graham
National Association of Black Journalists
8701 Adelphi Road
Adelphi, MD 20783

Dear John,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Carmen Rodrigues
La Casa de Puerto Rico
48 Main Street
Hartford, CT 06106

Dear Carmen,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Ada Lefebvre
San Juan Center
1297 Main Street
Hartford, CT 06103

Dear Ada,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

National Organization for Women
135 Broad Street
Hartford, CT 06105

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Charlotte Brown
National Council for Negro Women
80 Dickerman Street
New Haven, CT 06511

Dear Charlotte,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Ben Andrews
NAACP - Hartford Branch
P.O. Box 1012
Hartford, CT 06143

Dear Ben,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure



December 1, 2009

Greater Bristol Chamber of Commerce
10 Main Street 1st Floor
Bristol, CT 06010

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure



December 1, 2009

The Five Point Media Center
370 17th Street, Suite 5300
Denver, CO 80202-5653

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Hispanic Link News Service
1420 N. Street, NW
Washington, DC 20005

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Nancy DeCrescenzo
St. Joseph College
1678 Asylum Avenue
West Hartford, CT 06117

Dear Nancy,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Maggie
University of CT - Avery Point
1084 Shennecosett Road
Groton, CT 06340

Dear Maggie,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Eileen Phinney
Latin American Center
521 Maple Street
Manchester, NH 03104

Dear Eileen,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure



December 1, 2009

National Association of Hispanic Journalists
1193 National Press Building
Washington, DC 20045-2100

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Attn: Human Resources
Tunxis Community College
271 Scott Swamp Road
Farmington, CT 06032

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

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Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Emma Bowen Foundation
Sandra Rice
524 W 57th St.
New York, NY 10019

Dear Sandra,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

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Human Resources Generalist
Fax: (860) 520- 1320
resumes@fox61.com
Enclosure



December 1, 2009

Collective Talent
Michael Billie
1721 Richardson Place
Tampa, FL 33606

Dear Michael,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



December 1, 2009

Bill Stachelek

Program Administrator

Seniors Job Bank

50 S. Main Street

West Hartford, CT 06107

Dear Bill,

We are currently seeking candidates for the following positions:

Account Executive

New Business Development Account Executive

Producer (a.m.)

Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Sincerely,

Shayna M. Doyle

Human Resources Generalist

Fax: (860) 520-1320

resumes@fox61.com

Enclosure

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: Account Executive

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivator, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 12/1/09

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/WTXX-TV Television, One Corporate Center, Hartford, CT 06103
or E-mail to resumes@fox61.com

WTIC/MTXX - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive **DATE:** 12/1/09

DEPARTMENT: Sales

REPORTS TO: Local Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualtap and TV Scan materials for research presentations.
- Develop business for WTXX.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and WTXX.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 12/1/09

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, One Corporate Center, Hartford, CT 06103
or E-mail to resumes@toxb1.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Producer/ News Writer

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Responsible for using the materials and staff available to write and produce a quality newscast. This position is responsible for producing and writing the morning newscasts.

RESPONSIBILITIES:

- Produce and write copy for morning newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce franchise reports ie: consumer or entertainment or other
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 12/1/09

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/WTXX-TV Television, One Corporate Center, Hartford, CT 06103
or E-mail to resumes@toxb1.com

WTIC/MTXX - TV POSITION DESCRIPTION

POSITION:

Sales Associate

DEPARTMENT:

Sales Department

REPORTS TO:

Regional Sales Manager (with a dotted line to other Sales Managers)

DATE: 12/1/09

RESPONSIBILITIES:

ROLE: Assist the members of the sales department in local and national sales related clerical duties as assigned. Act as assistant to all sales managers.

- Support sales managers with reports and clerical needs
- Support Local Account Executives with clerical needs
- Act as office manager for the sales department (ordering supplies, etc.)
- Contact clients with commercial times by phone, e-mail, or fax
- Maintain database of clients and mailing lists
- Assist with preparation of sales presentations
- Maintain paid programming schedules
- Answer sales managers phones
- Assist Account Executives in posting on-air schedules
- Route interdepartmental correspondence (i.e. orders to traffic department)
- Reception and phone coverage when necessary
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Excellent communications skills, in person and phone
- Good computer skills, strong word processing skills
- Typing skills, accuracy and speed important, knowledge of Word, Excel
- Must be highly organized and have the ability to handle multi-tasks

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 12/1/09

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, One Corporate Center, Hartford, CT 06103
or E-mail to resumes@fox61.com

Transmission Report

Date/Time 12-02-2009 16:25:22
 Local ID 1 18607270158
 Local ID 2
 Transmit Header Text
 Local Name 1
 Local Name 2
 WTIC Business Office

This document : Confirmed
 (reduced sample and details below)
 Document size : 8.5"x11"



December 1, 2009

Geraldine Lombard
 Director of Career Services
 Briarwood College
 VIA FAX
 (860) 276-8838

Dear Geraldine,

We are currently seeking candidates for the following positions:

Account Executive
 New Business Development Account Executive
 Producer (a.m.)
 Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.
 If you have any questions on this or any opening, please feel free to contact me.
 Thank you for your assistance.

Sincerely,

Shayna M. Doyle
 Human Resources Generalist
 Fax: (860) 520-1320
 resumes@fox61.com

Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
982	8602768838	16:21:55 12-02-2009	00:01:56	5/5	1	EC	HS	CP14400	

Total Pages Scanned : 5

Total Pages Confirmed : 5

Abbreviations:
 HS: Host send
 HR: Host receive
 WS: Waiting send

PL: Polled local
 PR: Polled remote
 MS: Mailbox save
 MP: Mailbox print
 CP: Completed
 FA: Fail
 TU: Terminated by user
 TS: Terminated by system
 RP: Report
 G3: Group 3
 EC: Error Correct

Transmission Report

Transmit Header Text
Local Name 1
Local Name 2
WTIC Business Office

12-02-2009
18607270158

Date/Time
Local ID 1
Local ID 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



December 1, 2009

Allison Terry
Secretary
Naugatuck Valley Community College
VIA FAX
(203) 575-8003

Dear Allison:

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
983	912035758003	16:22:38 12-02-2009	00:01:47	5/5	1	EC	HS	CP14400	Results
Total Pages Scanned : 5									
Total Pages Confirmed : 5									

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time 12-02-2009 16:30:34
 Local ID 1 186072270158
 Local ID 2
 Transmitt Header Text
 Local Name 1
 Local Name 2
 WTIC Business Office

This document : Confirmed
 (reduced sample and details below)
 Document size : 8.5"x11"



December 1, 2009

Aileen Foster
 Assistant Director for Employer Relations
 Wesleyan University
 VIA FAX
 (860) 685-2181

Dear Aileen,

We are currently seeking candidates for the following positions:

Account Executive
 New Business Development Account Executive
 Producer (a.m.)
 Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

I thank you for your assistance.

Sincerely,

Shayna M. Doyle
 Human Resources Generalist

Fax: (860) 520-1320
 resumes@fox61.com

Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
985	8606852181	16:23:14 12-02-2009	00:01:49	5/5	1	EC	HS	CP14400	
Total Pages Scanned : 5									
Total Pages Confirmed : 5									

Abbreviations:
 HS: Host send
 HR: Host receive
 WS: Waiting send

PL: Polled local
 PR: Polled remote
 MS: Mailbox save

MP: Mailbox print
 CP: Completed
 FA: Fail

TU: Terminated by user
 TS: Terminated by system
 RP: Report

G3: Group 3
 EC: Error Correct

Transmission Report

Date/Time 12-02-2009 16:32:59
 Local ID 1 18607270158
 Local ID 2
 Transmit Header Text
 Local Name 1
 Local Name 2
 WTIC Business Office

This document : Confirmed
 (reduced sample and details below)
 Document size : 8.5"x11"



December 1, 2009

Stacy Tweedie
 Asuntnuck Community College
 170 Elm Street
 Enfield, CT 060823800
 (860) 253-3029

Dear Stacy,

We are currently seeking candidates for the following positions:

Account Executive
 New Business Development Account Executive
 Producer (a.m.)
 Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
 Human Resources Generalist
 Fax: (860) 520-1320
 resumes@fox61.com

Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
986	860 253 3029	16:24:14 12-02-2009	00:01:46	5/5	1	EC	HS	CP14400	Results

Total Pages Scanned : 5

Total Pages Confirmed : 5

Abbreviations:

HS: Host send
 HR: Host receive
 WS: Waiting send

PL: Polled local
 PR: Polled remote
 MS: Mailbox save

MP: Mailbox print
 CP: Completed
 FA: Fail

TU: Terminated by user
 TS: Terminated by system
 RP: Report

G3: Group 3
 EC: Error Correct

Transmission Report

12-02-2009 16:34:16
 Local ID 1 18607270158
 Local ID 2
 Date/Time
 Transmit Header Text
 Local Name 1
 Local Name 2
 WTIC Business Office

This document : Confirmed
 (reduced sample and details below)
 Document size : 8.5"x11"



December 1, 2009

Lisa Ioveday
 Quinebaug Valley Community College
 742 Upper Maple Street
 Danielson, CT 06231
 (860) 774-2327

Dear Lisa,

We are currently seeking candidates for the following positions:

Account Executive
 New Business Development Account Executive
 Producer (a.m.)
 Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
 Human Resources Generalist
 Fax: (860) 520-1320
 resumes@fox61.com

Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
987	18604127270	16:24:51 12-02-2009	00:00:53	S/S	1	EC	HS	CP31200	Results

Total Pages Scanned : 5

Total Pages Confirmed : 5

Abbreviations:

HS: Host send
 HR: Host receive
 WS: Waiting send

PL: Polled local
 PR: Polled remote
 MS: Mailbox save

MP: Mailbox print
 CP: Completed
 FA: Fail

TU: Terminated by user
 TS: Terminated by system
 RP: Report

G3: Group 3
 EC: Error Correct

Transmission Report

Transmit Header Text
Local Name 1
Local Name 2
WTIC Business Office

16:37:14

12-02-2009
18607270158

Date/Time
LocalID 1
LocalID 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



December 1, 2009

Stan Simpson
CT Association of Black Communicators
(860) 241-3865

Dear Stan,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure

The Corporation, Hartford, CT 06103-1100 (860) 527-6151 (860) 231-1571

Total Pages Scanned : 5

Total Pages Confirmed : 5

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
989	860 388 6022	16:25:25 12-02-2009	00:02:09	5/5	1	EC	HS	CP14400	Results

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

WTIC Business Office
Local Name 1
Local Name 2

Transmit Header Text

16:39:51

12-02-2009 18607270158

Date/Time
Local ID 1
Local ID 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



December 1, 2009

George Sutherland/Mary Judkins
Urban League of Greater Hartford
P.O. Box 320500
Hartford, CT 061320590
(860) 293-2621

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayne M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
991	990	918602932621	16:25:56 12-02-2009	00:02:01	5/5	1	EC	HS	CP12000
Total Pages Scanned : 5									
Total Pages Confirmed : 5									

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Transmit Header Text
Local Name 1
Local Name 2
WTIC Business Office

12-02-2009 16:41:19

Date/Time
Local ID 1
Local ID 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



December 1, 2009

William Caliendo
Southern CT State University
501 Crescent Street
New Haven, CT 06515
(203) 392-6541

Dear William,

We are currently seeking candidates for the following positions:

Account Executive
New Business Development Account Executive
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
991	991	203 392 6541	16:26:27 12-02-2009	00:00:56	5/5	1	EC	HS	CP28800
Total Pages Scanned : 5									
Total Pages Confirmed : 5									

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

From: Pruce, Sandy

To:

6

Be:

Subject: Job Openings at WTC/TDX TV (Hardford)

Attachments:  Sales Associate.doc (36 KB);  AE.doc (36 KB);  Meeting Notes.pdf (36 KB)

We are currently seeking candidates for the following positions:

Sales Associate
Account Executive
Morning News Producer/News Writer
New Business Development Account Executive

Attached are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume. If you have any questions on these or any openings, please feel free to contact me. Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com



Remit Address:
WTIC
 3562 Collections Center Drive
 Chicago, IL 60693
 Main: (860) 527-6161
 Billing:

Billing Address:
 EEO Announcement - WTIC/ WTX
 Attention: Accounts Payable
 Wtix-TV / Wtix-TV
 One Corporate Center
 Hartford, CT 06103

INVOICE

Advertiser	EEO Announcement - WTIC/ WTX
Product	
Estimate Number	

Invoice #	TC09120044
Invoice Date	12/27/09
Invoice Month	December 2009
Invoice Period	11/30/09 - 12/27/09

Station	WTIC
Account Executive	Local House WTIC/WTXX/WTIC-TV
Sales Office	Hartford-WTIC/WTXX
Sales Region	Local

Order #	C1758-2
Alt. Order #	
Order Flight	04/27/09 - 12/31/13

Billing Calendar	Broadcast
Billing Type	Cash
Special Handling	

IDB #	
Advertiser Code	
Product Code	

Agency Ref	
Advertiser Ref	

Line	Channel	Description	Time	Day	Date	Length	Air Time	Ad-ID	Rate	Reconciliation	Ref #
61	61	8a-12a	8a-12a								
61				11/30/09 to 12/06/09	1x	MTWTFSS					
				M 11/30/09	:20	9:32 AM	EEO-FOX 61		\$0.00		32
61				12/07/09 to 12/13/09	1x	MTWTFSS					
				Su 12/13/09	:20	9:32 AM	EEO-FOX 61		\$0.00		33
61				12/14/09 to 12/20/09	1x	MTWTFSS					
				M 12/14/09	:20	1:47 PM	EEO-FOX 61		\$0.00		34
61				12/21/09 to 12/27/09	1x	MTWTFSS					
				Sa 12/26/09	:20	6:38 PM	EEO-FOX 61		\$0.00		35
Aired Spots										4	
Aired Net										\$0.00	

Payment Terms 30 Days

WTXX
 3562 Collections Center Drive
 Chicago, IL 60693
 Main: (860) 527-6161
 Billing:

Remit Address:
 WTXX

INVOICE

Billing Address:
 EEO Announcement - WTIC/WTXX
 Attention: Accounts Payable
 Wtlic-TV / Wttx-TV
 One Corporate Center
 Hartford, CT 06103

Advertiser	EEO Announcement - WTIC/WTXX
Product	
Estimate Number	

Invoice #	XX09120029
Invoice Date	12/27/09
Invoice Month	December 2009
Invoice Period	11/30/09 - 12/27/09

Station	WTXX
Account Executive	Local House WTIC/WTXX/WTIC-THIS
Sales Office	Hartford-WTIC/WTXX
Sales Region	Local

Order #	T1758-1
Alt Order #	
Order Flight	04/27/09 - 12/31/13

Billing Calendar	Broadcast
Billing Type	Cash
Special Handling	

IDB #	
Advertiser Code	
Product Code	

Agency Ref	
Advertiser Ref	

Line	Channel	Description	Time	Day	Date	Length	Air Time	Ad-ID	Rate	Reconciliation	Ref #
1	20	M-Su 8a-12a	8a-12a								
20					11/30/09 to 12/06/09	1x	MTWTFSS				
				M	11/30/09	:20	4:58 PM	EEO-FOX 61	\$0.00		32
20					12/07/09 to 12/13/09	1x	MTWTFSS				
				Sa	12/12/09	:20	4:31 PM	EEO-FOX 61	\$0.00		33
20					12/14/09 to 12/20/09	1x	MTWTFSS				
				Sa	12/19/09	:20	5:32 PM	EEO-FOX 61	\$0.00		34
20					12/21/09 to 12/27/09	1x	MTWTFSS				
				Sa	12/26/09	:20	11:56 PM	EEO-FOX 61	\$0.00		35
Aired Spots										4	
Aired Net										\$0.00	

Payment Terms 30 Days

WTIC/WTXX - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive **DATE:** 1/4/10

DEPARTMENT: Sales

REPORTS TO: Local Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualitap and TV Scan materials for research presentations.
- Develop business for WTXX.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and WTXX.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/WTXX-TV POSITION DESCRIPTION

POSITION: Producer/ News Writer

DEPARTMENT: News

REPORTS TO: Assistant News Director

ROLE: Responsible for using the materials and staff available to write and produce a quality newscast. This position is responsible for producing and writing the morning newscasts.

RESPONSIBILITIES:

- Produce and write copy for morning newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce franchise reports ie: consumer or entertainment or other
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/WTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/MTXX - TV POSITION DESCRIPTION

POSITION: Sales Associate

DATE: 1/4/10

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager (with a dotted line to other Sales Managers)

ROLE: Assist the members of the sales department in local and national sales related clerical duties as assigned. Act as assistant to all sales managers.

RESPONSIBILITIES:

- Support sales managers with reports and clerical needs
- Support Local Account Executives with clerical needs
- Act as office manager for the sales department (ordering supplies, etc.)
- Contact clients with commercial times by phone, e-mail, or fax
- Maintain database of clients and mailing lists
- Assist with preparation of sales presentations
- Maintain paid programming schedules
- Answer sales managers phones
- Assist Account Executives in posting on-air schedules
- Route interdepartmental correspondence (i.e. orders to traffic department)
- Reception and phone coverage when necessary
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Excellent communications skills, in person and phone
- Good computer skills, strong word processing skills
- Typing skills, accuracy and speed important, knowledge of Word, Excel
- Must be highly organized and have the ability to handle multi-tasks

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

Transmission Report

Transmit Header Text

Local Name 1

Local Name 2

01-05-2010
8602413000

Date/Time
Local ID 1
Local ID 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



January 4, 2010

Geraldine Lombard
Director of Career Services
Briarwood College
VIA FAX
(860) 276-8838

Dear Geraldine,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (P/T)
Assignment Editor (P/T)
New Business Development Accounts Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.
If you have any questions on this or any opening, please feel free to contact me.
Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
619	8602768838	04:31:09 p.m. 01-05-2010	00:02:45	7/7	1	EC	HS	CP14400	

Total Pages Scanned : 7

Total Pages Confirmed : 7

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time 01-05-2010 04:38:06 p.m.
Local ID 1 8602413000
Local ID 2
Transmit Header Text
Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



January 4, 2010

Allison Terry
Secretary
Naugatuck Valley Community College
VIA FAX
(203) 575-8003

Dear Allison:

We are currently seeking candidates for the following positions:

- Account Executive
- Assignment Editor (P/T)
- New Business Development Account Executive
- Producer (a.m.)
- Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.
If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
	620	912035758003	04:31:44 p.m. 01-05-2010	00:02:30	7/7	1	EC	HS	CP14400

Total Pages Scanned : 7

Total Pages Confirmed : 7

Abbreviations:
HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save
MP: Mailbox print
CP: Completed
FA: Fail
TU: Terminated by user
TS: Terminated by system
G3: Group 3
EC: Error Correct
RP: Report

Transmission Report

04:42:17 p.m. Transmit Header Text

Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



January 4, 2010

Allison Foster
Assistant Director for Employer Relations
Wesleyan University
VIA FAX
(860) 685-2181

Dear Allison,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (R/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure

Date/Time
Local ID 1
Local ID 2

01-05-2010
8602413000

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
621	8606852181	04:32:21 p.m. 01-05-2010	00:03:32	7/7	1	EC	HS	CP14400	

Total Pages Scanned : 7

Total Pages Confirmed : 7

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Transmit Header Text

Local Name 1

Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



January 4, 2010

Stacy Tweedie
Aurumuck Community College
170 Elm Street
Enfield, CT 060823800
(860) 253-3029

Dear Stacy,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure

Date/Time
Local ID 1
Local ID 2

01-05-2010
8602413000

04:45:24 p.m.

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
623	860 253 3029		04:34:59 p.m. 01-05-2010	00:02:29	7/7	1	EC	HS	CP14400
Total Pages Scanned : 7									
Total Pages Confirmed : 7									

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

04:47:03 p.m. Transmitt Header Text

Local Name 1
Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



January 4, 2010

Lisa Loveday
Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06231
(860) 774-2327

Dear Lisa,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (P/T)
New Business Development Account Executive
Sales Associate
Producer (a.m.)

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure

Date/Time
Local ID 1
Local ID 2

01-05-2010
8602413000

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
1	624	18604127270	04:35:32 p.m. 01-05-2010	00:01:15	7/7	1	EC	HS	CP31200

Total Pages Scanned : 7

Total Pages Confirmed : 7

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Transmit Header Text

Local Name 1

Local Name 2

Date/Time

Local ID 1

Local ID 2

01-05-2010
8602413000

05:19:15 p.m.

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



January 4, 2010

Stan Simpson
CT, Association of Black Communicators
(860) 241-3865

Dear Stan,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayne M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
1	639	860 388 6022	05:17:23 p.m. 01-05-2010	00:01:24	7/7	1	EC	HS	CP28800

Total Pages Scanned : 7

Total Pages Confirmed : 7

Abbreviations:

HS: Host send

HR: Host receive

WS: Waiting send

PL: Polled local

PR: Polled remote

MS: Mailbox save

MP: Mailbox print

CP: Completed

FA: Fail

TU: Terminated by user

TS: Terminated by system

RP: Report

G3: Group 3

EC: Error Correct

Transmission Report

Transmit Header Text

Local Name 1

Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



January 4, 2010

George Sutherland/ Mary Judkins
Urban League of Greater Hartford
P.O. Box 320500
Hartford, CT 061320590
(860) 293-2621

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (F/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
641	918602932621	05:19:16 p.m. 01-05-2010	00:02:02	7/7	1	EC	HS	CP16800	Results

Total Pages Scanned : 7

Total Pages Confirmed : 7

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

Transmit Header Text

Local Name 1

Local Name 2

04:53:07 p.m.

01-05-2010
8602413000

Date/Time
Local ID 1
Local ID 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



January 4, 2010

William Callendo
Southern CT State University
501 Crescent Street
New Haven, CT 06515
(203) 392-6541

Dear William,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	627	203 392 6541	04:37:16 p.m. 01-05-2010	00:01:19	7/7	1	EC	HS	CP28800
Total Pages Scanned : 7									
Total Pages Confirmed : 7									

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MP: Mailbox print
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TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct



January 4, 2010

Richard Lenoce
Program Coordinator, Broadcast Communication
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

Dear Richard,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Sharon Koch
Director of Student Services
Lyme Academy of Fine Arts
84 Lyme Street
Old Lyme, CT 06371

Dear Sharon,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320

resumes@fox61.com

Enclosure



January 4, 2010

Wanda Edwards
Secretary
Gateway Community College
Career Services Department
60 Sargent Drive
New Haven, CT 06511

Dear Wanda,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Karen Hunter
National Association for Broadcasters
1771 N. Street N.W.
Washington, D.C. 200362891

Dear Karen,

We are currently seeking candidates for the following positions:

- Account Executive
- Assignment Editor (F/T)
- Assignment Editor (P/T)
- New Business Development Account Executive
- Producer (a.m.)
- Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

John Graham
National Association of Black Journalists
8701 Adelphi Road
Adelphi, MD 20783

Dear John,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Carmen Rodrigues
La Casa de Puerto Rico
48 Main Street
Hartford, CT 06106

Dear Carmen,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

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If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Ada Lefebvre
San Juan Center
1297 Main Street
Hartford, CT 06103

Dear Ada,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

National Organization for Women
135 Broad Street
Hartford, CT 06105

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Charlotte Brown
National Council for Negro Women
80 Dickerman Street
New Haven, CT 06511

Dear Charlotte,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Geraldine Lombard
Director of Career Services
Briarwood College
VIA FAX
(860) 276-8838

Dear Geraldine,

We are currently seeking candidates for the following positions:

- Account Executive
- Assignment Editor (R/T)
- Assignment Editor (P/T)
- New Business Development Account Executive
- Producer (a.m.)
- Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.
Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Allison Terry
Secretary
Naugatuck Valley Community College
VIA FAX
(203) 575-8003

Dear Allison:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
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Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Aileen Foster
Assistant Director for Employer Relations
Wesleyan University
VIA FAX
(860) 685-2181

Dear Aileen,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Stacy Tweedie
Asnuntuck Community College
170 Elm Street
Enfield, CT 060823800
(860) 253-3029

Dear Stacy,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Lisa Loveday
Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06231
(860) 774-2327

Dear Lisa,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Stan Simpson
CT. Association of Black Communicators
(860) 241-3865

Dear Stan,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

George Sutherland/ Mary Judkins
Urban League of Greater Hartford
P.O. Box 320500
Hartford, CT 061320590
(860) 293-2621

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.
If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure



January 4, 2010

William Caliendo
Southern CT State University
501 Crescent Street
New Haven, CT 06515
(203) 392-6541

Dear William,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure

WTIC/MTXX - TV POSITION DESCRIPTION

POSITION: Account Executive

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivator, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/MTXX-TV POSITION DESCRIPTION

POSITION: Assignment Editor DATE: 1/4/10

DEPARTMENT: News

REPORTS TO: Assignment Manager

ROLE: Gets news staff into the field to cover important news events

RESPONSIBILITIES:

- Telephone organizations and agencies regarding potential news stories
- Research, generate, develop and organize daily and future story content
- Write news briefs for our website
- Provide reporters with background on news stories
- Coordinate, assign and monitor news crews on assignment
- Establish and maintain news contacts in the community
- Work with reporters/photographers to develop story ideas/coverage
- Coordinate with stations around the country to get news video
- Make police beat checks
- Buy satellite time
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree in Journalism or equivalent related experience
- Must be highly organized and cool under pressure
- Must be able to work cross platform with print and on-line staff
- Good written and oral communication skills
- One year experience in a news department
- Familiar with Connecticut news and contacts helpful
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position supplied upon request

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/MTXX-TV POSITION DESCRIPTION

POSITION: P/T Assignment Editor
DEPARTMENT: News
REPORTS TO: Assignment Manager
ROLE: Gets news staff into the field to cover important news events

RESPONSIBILITIES:

- Telephone organizations and agencies regarding potential news stories
- Research, generate, develop and organize daily and future story content
- Write news briefs for our website
- Provide reporters with background on news stories
- Coordinate, assign and monitor news crews on assignment
- Establish and maintain news contacts in the community
- Work with reporters/photographers to develop story ideas/coverage
- Coordinate with stations around the country to get news video
- Make police beat checks
- Buy satellite time
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

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- Bachelors Degree in Journalism or equivalent related experience
- Must be highly organized and cool under pressure
- Must be able to work cross platform with print and on-line staff
- Good written and oral communication skills
- One year experience in a news department
- Familiar with Connecticut news and contacts helpful
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position supplied upon request.

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@toxo61.com



January 4, 2010

Ben Andrews
NAACP – Hartford Branch
P.O. Box 1012
Hartford, CT 06143

Dear Ben,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Greater Bristol Chamber of Commerce
10 Main Street 1st Floor
Bristol, CT 06010

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

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Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

The Five Point Media Center
370 17th Street, Suite 5300
Denver, CO 80202-5653

To Whom It May Concern:

We are currently seeking candidates for the following positions:

- Account Executive
- Assignment Editor (F/T)
- Assignment Editor (P/T)
- New Business Development Account Executive
- Producer (a.m.)
- Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Hispanic Link News Service
1420 N. Street, NW
Washington, DC 20005

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.
If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (866) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Nancy DeCrescenzo
St. Joseph College
1678 Asylum Avenue
West Hartford, CT 06117

Dear Nancy,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.
If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Maggie
University of CT - Avery Point
1084 Shennecossett Road
Groton, CT 06340

Dear Maggie,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.
If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.
Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com
Enclosure



January 4, 2010

Eileen Phinney
Latin American Center
521 Maple Street
Manchester, NH 03104

Dear Eileen,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.
If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

National Association of Hispanic Journalists
1193 National Press Building
Washington, DC 20045-2100

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (F/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Attn: Human Resources
Tunxis Community College
271 Scott Swamp Road
Farmington, CT 06032

To Whom It May Concern:

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.
If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Emma Bowen Foundation
Sandra Rice
524 W 57th St.
New York, NY 10019

Dear Sandra,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Collective Talent
Michael Billie
1721 Richardson Place
Tampa, FL 33606

Dear Michael,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Enclosure



January 4, 2010

Bill Stachelek
Program Administrator
Seniors Job Bank
50 S. Main Street
West Hartford, CT 06107

Dear Bill,

We are currently seeking candidates for the following positions:

Account Executive
Assignment Editor (F/T)
Assignment Editor (P/T)
New Business Development Account Executive
Producer (a.m.)
Sales Associate

Enclosed are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

If you have any questions on this or any opening, please feel free to contact me.

Thank you for your assistance.

Sincerely,

Shayna M. Doyle
Human Resources Generalist

Fax: (860) 520-1320
resumes@fox61.com

Enclosure

WTIC/MTXX - TV POSITION DESCRIPTION

POSITION: Account Executive
DEPARTMENT: Sales Department
REPORTS TO: Regional Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts.

RESPONSIBILITIES:

- Selling commercial air-time to existing accounts
- New business development
- Maximize shares of current business and unit rate
- Service existing clients
- In person sales calls/presentations
- Ability to work as a market consultant
- Written sales presentations
- Interdepartmental follow-through
- Post sale paperwork and internal completion
- Knowledge of station, programming, rates, ratings, competitors
- Accurate projections of revenue account list will generate
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
- Background in media (preferably television)
- Sales experience (experience in broadcast sales preferred, but not required)
- Strong communications skills, in person and phone
- Working relationship with Connecticut and regional advertising agencies preferred
- Team player
- Self-motivator, goal oriented
- Must have valid CT drivers license and own transportation
- Good computer skills
- Developed organizational skills

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/MTXX-TV POSITION DESCRIPTION

POSITION: Assignment Editor
DEPARTMENT: News
REPORTS TO: Assignment Manager
ROLE: Gets news staff into the field to cover important news events

RESPONSIBILITIES:

- Telephone organizations and agencies regarding potential news stories
- Research, generate, develop and organize daily and future story content
- Write news briefs for our website
- Provide reporters with background on news stories
- Coordinate, assign and monitor news crews on assignment
- Establish and maintain news contacts in the community
- Work with reporters/photographers to develop story ideas/coverage
- Coordinate with stations around the country to get news video
- Make police beat checks
- Buy satellite time
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree in Journalism or equivalent related experience
- Must be highly organized and cool under pressure
- Must be able to work cross platform with print and on-line staff
- Good written and oral communication skills
- One year experience in a news department
- Familiar with Connecticut news and contacts helpful
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position supplied upon request.

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/MTXX-TV POSITION DESCRIPTION

POSITION: P/T Assignment Editor
DEPARTMENT: News
REPORTS TO: Assignment Manager
ROLE: Gets news staff into the field to cover important news events

RESPONSIBILITIES:

- Telephone organizations and agencies regarding potential news stories
- Research, generate, develop and organize daily and future story content
- Write news briefs for our website
- Provide reporters with background on news stories
- Coordinate, assign and monitor news crews on assignment
- Establish and maintain news contacts in the community
- Work with reporters/photographers to develop story ideas/coverage
- Coordinate with stations around the country to get news video
- Make police beat checks
- Buy satellite time
- Read newspapers daily
- Suggest news stories daily
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS

- Bachelors Degree in Journalism or equivalent related experience
- Must be highly organized and cool under pressure
- Must be able to work cross platform with print and on-line staff
- Good written and oral communication skills
- One year experience in a news department
- Familiar with Connecticut news and contacts helpful
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY

None

ORGANIZATION STRUCTURE

An organizational chart illustrating the reporting relationships of this position supplied upon request.

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/MTXX - TV POSITION DESCRIPTION

POSITION: New Business Development Account Executive **DATE:** 1/4/10

DEPARTMENT: Sales

REPORTS TO: Local Sales Manager

ROLE: Generate revenue on the local sales level through the selling of commercial time to direct retailers, agency business, and regional accounts. Direct responsibility for developing, servicing and growing New Business Accounts.

RESPONSIBILITIES:

- Develop, service, and grow revenues from New Business Accounts.
- Sell TV spot availabilities, programs and sponsorships directly to clients.
- Utilize Qualitap and TV Scan materials for research presentations.
- Develop business for WTXX.com.
- Coordinate activities with Local Sales Manager.
- Conceive, develop, prepare and present sales and research materials to clients.
- Originate and maintain sales contracts, sales records (late runs, makegoods, etc.) and correspondence with accounts.
- Ensure orders are properly scheduled.
- Follow up on credit applications, billing discrepancies and accounts receivable.
- Obtain necessary commercial material and scheduling instructions; provide same to traffic department.
- Develop new direct and vendor business.
- Achieve and exceed individual revenue plan for New Business, Sales Promotions, and WTXX.com.
- Position requires performance of other job-related duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

- College degree preferred
- Electronic media sales experience preferred
- Direct sales skills
- Negotiation and presentation skills
- Excellent verbal and written communication skills
- Strong communications skills, in person and phone
- Team player
- Goal oriented self-motivator
- Must have valid drivers license and own transportation
- Proficient with basic computer skills. (Microsoft Word and Excel)

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

- Responsible for a portion of the established Local Sales Department's budget.
- Responsible to maximize revenue generation from the assigned account list

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/MTXX-TV POSITION DESCRIPTION

DATE: 1/4/10

PRODUCER/ NEWS WRITER

NEWS

ASSISTANT NEWS DIRECTOR

ROLE: Responsible for using the materials and staff available to write and produce a quality newscast. This position is responsible for producing and writing the morning newscasts.

RESPONSIBILITIES:

- Produce and write copy for morning newscasts
- Assign colleagues stories to be written
- Help determine story selection and stacking
- Accurately time the newscast
- Coordinate editing of stories and special projects
- Print scripts
- Select sound bites and video for use in news stories
- Research and generate stories
- Read newspapers daily
- Suggest news stories daily
- Field produce franchise reports ie: consumer or entertainment or other
- Perform other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Ability to write clear, compelling broadcast copy
- Previous experience as a broadcast news writer
- Ability to remain calm under deadline pressure
- Bachelor's Degree in Journalism preferred
- Good attitude and team player

REVENUE/BUDGETARY/STAFF RESPONSIBILITY:

None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

WTIC/MTXX - TV POSITION DESCRIPTION

POSITION: Sales Associate

DEPARTMENT: Sales Department

REPORTS TO: Regional Sales Manager (with a dotted line to other Sales Managers)

ROLE: Assist the members of the sales department in local and national sales related clerical duties as assigned. Act as assistant to all sales managers.

RESPONSIBILITIES:

- Support sales managers with reports and clerical needs
- Support Local Account Executives with clerical needs
- Act as office manager for the sales department (ordering supplies, etc.)
- Contact clients with commercial times by phone, e-mail, or fax
- Maintain database of clients and mailing lists
- Assist with preparation of sales presentations
- Maintain paid programming schedules
- Answer sales managers phones
- Assist Account Executives in posting on-air schedules
- Route interdepartmental correspondence (i.e. orders to traffic department)
- Reception and phone coverage when necessary
- Position requires performance of other job related duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- High School Diploma (college degree preferred)
 - Excellent communications skills, in person and phone
 - Good computer skills, strong word processing skills
 - Typing skills, accuracy and speed important, knowledge of Word, Excel
 - Must be highly organized and have the ability to handle multi-tasks
- REVENUE/BUDGETARY/STAFF RESPONSIBILITY:** None

ORGANIZATION STRUCTURE:

An organizational chart illustrating the reporting relationships of this position supplied upon request.

**** Job offers are contingent upon acceptable results of a background check and, for some positions, a drug test ****

EOE M/F/V/D 1/4/10

TO APPLY, PLEASE FORWARD RESUME TO:

Human Resources, WTIC/MTXX-TV Television, 285 Broad Street, Hartford, CT 06115
or E-mail to resumes@fox61.com

Doyle, Shayna

cc:

anthony.jack@ctpuerforicanforum.org; career@hartford.com; lasmith@hartford.edu;
ldomeniz@ccc.commnet.edu; hallina.hollyway@uconn.edu; sershen@ccsu.edu;
cdudley@howard.edu; lanna.hagge@trincoll.edu; careers@easternct.edu;
jcrothers@nwcc.commnet.edu; nkrohley@hcc.commnet.edu; cochnio@mcc.commnet.edu;
kathryn.rieman@po.state.ct.us; jack.linker@conncoll.edu
Job Openings at WTIC/TVX-TV Hartford
AE.doc; Assignment Editor.doc; Assignment Editor PT.doc; Morning News
Producer - News Writer.doc; New Business Development Account Executive.doc; News
Photographer-Truck Operator.doc; Sales Associate.doc

Subject:
Attachments:

We are currently seeking candidates for the following positions:

- Account Executive
- Assignment Editor
- P/T Assignment Editor
- Editor
- Morning News Producer/News Writer
- New Business Development Account Executive
- News Photographer/Truck Operator
- Sales Associate

Attached are copies of the job requirements and responsibilities. If you know of any qualified candidates, please forward me a copy of their resume.

you have any questions on this or any opening, please feel free to contact me. Thank you for your assistance

Sincerely,

Shayna M. Doyle
Human Resources Generalist
Fax: (860) 520-1320
resumes@fox61.com

Remit Address:

WTXX



3562 Collections Center Drive
Chicago, IL 60693
Main: (860) 527-6161
Billing:

INVOICE

Advertiser	EEO Announcement - WTIC/ WTXX
Product	
Estimate Number	
Invoice #	XX10010299
Invoice Date	01/31/10
Invoice Month	January 2010
Invoice Period	12/28/09 - 01/31/10

Station	WTXX
Account Executive	Local House WTIC/WTXX/WTIC-THIS
Sales Office	Hartford-WTIC/WTXX
Sales Region	Local

Order #	T1758-1
Alt Order #	
Order Flight	04/27/09 - 12/31/13

Billing Calendar	Broadcast
Billing Type	Cash
Special Handling	

IDB #	
Advertiser Code	
Product Code	

Agency Ref	
Advertiser Ref	

Billing Address:

EEO Announcement - WTIC/ WTXX
Attention: Accounts Payable
WTIC-TV / Wbox-TV
One Corporate Center
Hartford, CT 06103

Line	Channel	Description	Time	Day	Date	Length	Air Time	Ad-ID	Rate	Reconciliation	Ref #
1	20	M-Su 8a-12a	8a-12a								
20				12/28/09 to 01/03/10	1x		MTWTFSS				
				Sa	01/02/10	:20	9:58 PM	EEO-FOX 61	\$0.00		36
20				01/04/10 to 01/10/10	1x		MTWTFSS				
				Sa	01/09/10	:20	5:44 PM	EEO-FOX 61	\$0.00		37
20				01/11/10 to 01/17/10	1x		MTWTFSS				
				Su	01/17/10	:20	12:17 PM	EEO-FOX 61	\$0.00		38
20				01/18/10 to 01/24/10	1x		MTWTFSS				
				F	01/22/10	:20	7:21 PM	EEO-FOX 61	\$0.00		39
20				01/25/10 to 01/31/10	1x		MTWTFSS				
				M	01/25/10	:20	7:25 PM	EEO-FOX 61	\$0.00		40
									Aired Spots	5	
									Aired Net	\$0.00	

Payment Terms 30 Days