Job Advertising Template:

Company Name:

Title of Position:

Position Type [FT/PT/temporary, etc.]:

Pay Range [optional]:

Location:

[Optional: Identify any main attractors to working for your company, and/or the type of candidate you seek in terms of cultural fit, experiences, etc.]

Description of Responsibilities:

Required Experience:

Required Skills:

How to Apply [include appropriate mailing address or website]:

Closing Date:

For information on [Company Name], including more information on employee benefits and our company culture, visit our website at [insert URL].

[Optional: All applicants will receive an acknowledgement that their application has been received within [insert timeframe] from the closing date. Those candidates selected for further consideration will be contacted within [insert timeframe] of the closing date.]

[Company Name] is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.