

Company Name/ Logo

Clear and Specific Job Title

Summary: An Overview of the Role

2-3 paragraphs:

- Describe your organization, a position summary, and why someone would want to apply for the role.
- Personality traits and interpersonal skills that would be beneficial in this position
- A few key details about the role or your organization

Core Values: Individual and Team Qualities

- Company's mission, vision, goals, and/or values

Responsibilities: An Overview of the Role's Daily Activities

Bullet points that list the following:

- Help candidates visualize a typical day
- What will they be responsible for
- Whom will they be working with
- What deliverables do you expect or track
- What system or software will they be working with
- What projects will they be working on

Requirements: Skills to Perform the Job Successfully

Bullet points that list the following:

- must-have requirements at the top
- Preferred requirements second
- Nice-to-have requirements at the bottom



Previous experience: Relevant Experience to The Role

- Line out any experience that is relevant to the success of this position.

Benefits, Salary, & Equal Opportunity Employer Note

Help candidates envision themselves benefiting from what you offer them

- Salary, stipends, bonuses
- Paid vacation
- Medical benefits
- Flexibility in hours or schedules
- Opportunities
- Invitation to apply

Closing: Final Details

2-3 sentences:

- Describe your interview process here
- Share timeline for hiring applicants
- Give clear instructions for applying to the role

