*Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*This role is: Part Time or Full Time Permanent or Temporary or Contract*

*We are a company of \_\_\_\_ employees and were founded in \_\_\_\_\_\_\_. Our main business line is (insert main product/ service) and we also have (insert secondary business lines). We like to think of ourselves as a team of (insert 3-5 adjectives that describe your team). We are located at (insert address).*

*We are seeking a new member of our team in the role of (insert Job Title). We are looking for this person because (insert reason for growth). The biggest perks of this role are (insert 3 great attributes like managing a team, training, etc…). The biggest challenge of this role will be to (insert a challenge such as organizing a new team or restructuring a client base). The current team around this role is made up of (insert team positions) and reports to our (insert manager). The team in general describes themselves as (insert 3 adjectives to describe this specific team).*

*Does this sound like you? Great, read on!*

*Duties & Responsibilities:*

* *Insert list of day-to-day job responsibilities*

*Skills & Experience Required:*

* *Insert what kind of degree (if any) that you require.*
* *Insert how many years of experience the role requires*
* *Insert any combination of experience you will accept in lieu of a formal education.*
* *Insert the list you made earlier*

*Compensation Package: Salary, benefits, bonuses/ commissions, PTO, etc.. should all be listed here.*

*If you are interested in applying to this role, please provide a cover letter and resume to:*

*(insert email address or other way to apply)*