**Job Posting Template**

**[Title] at [Employer]**

**Introduction:**

* [Brief introduction that includes a hook to catch your audience's attention.]
* [Provide 3-5 exciting details about the position].
* [Provide location of the position].

**Responsibilities:**

[Include the key areas for which this role is responsible].

**Qualifications:**

Skills and Abilities

* [Briefly describe the critical skills and abilities needed to perform the position].
	+ [Abilities - An ability is something that a candidate is able to do generally (such as coming to work reliably and on time, understand verbal and written directions, etc).
	+ [Skills - A skill is an ability the candidate has learned to do through formal or informal means. Relevant requirements may include:
		- professional skills (such as legal drafting or ability to perform certain medical procedures),
		- technical skills (such as proficiency with software or tools), or
		- soft skills (such as communication, time management, teamwork, adaptability, work ethic, leadership, or interpersonal skills)].

Experience

* [What experience is required?]
* [How much experience is required? How much experience is preferred?]

Education/Certifications

* [What are the essential qualifications that the position requires?]
* [What is the required education? What education is preferred?]

Physical Requirements

* [Include physical requirements, if applicable, but remember employers may have obligations to accommodate qualified applicants/employees if they can do so without undue hardship.]

We are an equal opportunity employer and encourage M/F/V/D to apply.

**Apply to [EMAIL] with your resume by [DATE]**

**Or**

**Mail to [ADDRESS] by [DATE]. Please include the job posting or reference number with a resume.**