



# Job Post Template

## Job Title / Position

**Intro:** We are a [company type] (ex: *growing digital marketing company*) based in [company location] that [explain product or service]. We offer our team members [best 3-5 things you offer candidates]. *Why would someone want to work for you or your company? Entice them!*

**About the Company:** [Company name] is [detail about your company candidates will like] and [second detail about your company].

- We believe in [something your company believes or your company's mission] [ or list your company values that will attract the type of candidate you are seeking such as integrity, dependability, passionate, honest, team player, energetic, resourceful, helpful].

**About the Position:** We're looking for [position name]. The pay range we're offering is [give pay range].

- We offer [benefits or perks you offer team members if applicable].

## Responsibilities:

- [A short list of key responsibilities].

## Requirements:

- [A short list of the most essential requirements. Include any must-haves that are important to you in a candidate as well as skills / talents that would be helpful but not required].

## Why Should You Apply?

- [Reason 1 - ex: Competitive pay / perks / benefits.]
- [Reason 2 - ex: Values / culture / opportunities. Why someone would want to work for this company.]