

YOUR LOGO  
HERE

Company Name

<b>Job Title:</b>		<b>Job Category:</b>	
<b>Department/Group:</b>		<b>Job Code/ Req#:</b>	
<b>Location:</b>		<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	[i.e.: full-time, part-time, job share, contract, intern]
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (425) 555-0123 or <a href="mailto:someone@example.com">someone@example.com</a> Subject Line: <b>Attention:</b> [Recruiting or HR Department RE: Job Code/Req# and Title]		<b>Mail:</b> [Recruiting Contact or Hiring Manager] [Department, Company Name] [P.O. Box] [Street or Mailing Address with ZIP Code]	
<b>Job Description</b>			
<b>Role and Responsibilities</b> [Type a description of the essential roles, responsibilities and activities a candidate can expect to assume in this position, using the Details style. For bullets, use the Bulleted List style: <ul style="list-style-type: none"> <li>• Bulleted list item</li> <li>• Bulleted list item</li> </ul> For a numbered list, use the Numbered List style: <ol style="list-style-type: none"> <li>1. Numbered list item</li> <li>2. Numbered List item]</li> </ol>			
<b>Qualifications and Education Requirements</b> [Type a description of the work experience and educational background that a candidate should have when applying for position. Use the Details, Bulleted List, and/or Numbered List styles as needed.]			
<b>Preferred Skills</b> [Type a description of any additional skills or experience that would be considered favorable for a candidate who is applying for this position. Use the Details, Bulleted List, and/or Numbered List styles as needed.]			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	