

Company Name Is Looking for A [Job Title]

Who We Are

Brief description of your business, including what market you're in, the products and services you offer, your mission statement, culture, and values, etc. Remember, be confident.

What You'll Be Doing

High-level summary of the role to help your applicant visualize themselves on your team. Include an overview of the job's main purpose, who the job holder will report to, and how the job contributes to your business's success. Be clear and concise.

You will be responsible for...

- *List the job holder's main responsibilities*
 - *Focus on the outcomes of the role rather than specific tasks*
 - *Who will they work with? What will they manage?*
 - *What work or results will they be accountable for?*
 - *Aim for 6 – 10 concise bullet points in this section*
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How You'll Be Compensated

*Use this space to demonstrate transparency for your applicants. Now that they can see themselves making a difference as a part of your team, draw them in deeper by listing the benefits they'll receive. **NOTE: It's required by Colorado State Law to list payscale and benefits.***

- *List the position's hourly pay range or salaried pay range*
 - *Opportunities for advancement*
 - *Healthcare benefits like vision/dental/medical*
 - *PTO availability*
 - *Other benefits specific to your company*
 - *Consider giving examples to help them envision the benefit*
 - *Ex. Flexibility - come in Monday-Thursday and button up the project from your couch on Friday*
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What We Need From You

List the job's commitment expectations such as the following:

- *Full-time or part-time*
 - *Hours*
 - *Location*
 - *Any special requirements such as overtime, travel, evening/weekend work, etc.*
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What Skills & Experience You'll Bring to Us

- *List of skills, experience, and qualifications successful candidates will need*
 - *Be concise, using numbers where possible (e.g. experience managing teams of 10 or more)*
 - *Don't ask for anything that discriminates against personal traits such as age, sex, gender, ethnicity, etc.*
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Ready to Apply? Get in Touch Today.

Write a call-to-action to encourage readers to apply for the job, telling them who to contact and how – including the email address of the recruiter or hiring manager