**Title:**

**Location:**

**Company Description:***Here, you’ll put a brief company description. In this, you’ll want to include your industry, your product(s) or service(s), and your company mission – basically, what you do and*why*. Including your company mission and vision can help your organization appeal to potential candidates – remember, you’re selling them as much as they’re selling you! Consider including relevant numbers, like percent growth, revenue, etc.*

**Role Overview:***Here, provide a brief description of the role and how it fits into your organization as a whole. You can include who they would report to, who would report to them, what success in the position looks like, and a high-level description of the role’s key responsibilities.*

**Responsibilities:**

* List their primary responsibilities in order of importance
* Start sentences with verbs and use the present tense
* Always use gender-neutral language
* Tasks listed should cover the position’s high-level and regular responsibilities as opposed to random day-to-day tasks that come up
* Unless it’s an executive role, try to stick to between five and eight bullet points

**Requirements:**

* Level of education (if applicable)
* Years of experience
* Technical skills (experience with software products, knowledge of tools, etc.)
* Soft skills (ie: personal characteristics – highly motivated, creative, etc.)
* Physical abilities (if applicable)
* Necessary certifications or licenses
* The “nice-to-haves” – if there are skills an *ideal* candidate would have, include them in your last bullet point

**Why they may like you:***In this section, you’ll include some reasons why the candidate may like working with YOU!* *Use typical perks sparingly (free lunch, vacation time, etc.) and instead, try to focus on the big-picture features like visionary leadership and company culture.*