[Post your job](https://employers.indeed.com/p/post-job?hl=en&co=US&&isid=SMBdownload_posting-template) *on Indeed or find more templates and samples in the* [Employer Resource Library](https://indeed.com/hire/resources?isid=SMBdownload_posting-template)*.*

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**Title:**

[Job title/position name] – [Engaging lead, for example, one to three attractive things about the job]

**Company intro:**

[One emotive paragraph detailing your company history, core values, principles and/or diversity and inclusion statement]

**Job description:**

[One paragraph including one to three essential requirements of the job position with the option of including salary/hourly rate]

**Top benefits or perks:**

As a team member at [Company name], you’ll enjoy:

[Bullet list, or write a short paragraph of three to five details that applicants will find most enticing about the job position.] For example:

* Benefits: Health care, dental, life insurance
* Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company
* Flexible work schedule

**Location:**

[one to two sentences describing where the job is located and some attractive features of the area]

**Contact/application information:**

Include all essential contact information as well as clear directions on how to apply for the open job position. If you have an application deadline, make sure to also include it here.

Example 1

**Job title:**

Entry Level Software Developer – Mentorship program and option to work remotely!

**Company intro:**

BestTech is the fastest-growing company of emerging technology talent, and we want to give you your first start. BestTech provides all its entry-level software developers with a paid training program to ensure you’ll learn the skills you need to succeed. We offer a flexible schedule and the opportunity to work with some of the industry’s best software developers, either in our Salt Lake City office or remotely across the world. With a wide range of Fortune 500 enterprises as clients, when you work with BestTech, you’ll be working on projects that matter.

**Job position description:**

We’re looking for a full-time entry-level software developer. The ideal candidate is someone who’s just out of school and looking for some quality career experience. Salary is $35,000 a year with opportunity for advancement, bonuses and paid sick leave. Remote work is possible.

**Top benefits or perks:**

As a team member at BestTech, you’ll enjoy:

* Mentoring program with some of the most reputable developers in the industry
* Comprehensive benefits package, including health, vision and dental insurance
* Paid time off
* Option to work remotely

**Location:**

BestTech HQ is located in Salt Lake City, Utah, the hub of many emerging tech start-ups. Surrounded by stunning mountain views and amazing hiking and camping destinations just 20 minutes outside the city, Salt Lake is a great place for networking in tech and outdoor activities alike.

**Contact/application information:**

To be considered for our summer recruitment round, please submit your application to hr@besttech.com by June 18, 2021. If we accept your application, we’ll be in touch to schedule an interview. We look forward to hearing from you.

Example 2

**Job title:**

Warehouse Team Member – $100 sign-on bonus!

**Company intro:**

Best Books Depo’s brick-and-mortar location has been in business for 50 years. In the last 10 years, we’ve expanded our business to distribute books across the country. Over the course of the last decade, 10,000+ people have relied on Best Books to complete their reading lists. Our goal is to provide two-day shipping for all our books. At Best Books, we believe in working together to create a culture where each team member has a voice.

**Job position description:**

We’re looking for a committed worker to join our warehouse team that gets book orders ready and shipped out on time to our loyal customers. New team members receive a $100 sign-on bonus and an $18 hourly pay rate with opportunity for advancement.

**Top benefits or perks:**

As a team member at Best Books Depo, you’ll enjoy:

* Full benefits
* 15 paid vacation days
* Active work environment
* Career advancement and bonus opportunities

**Location:**

Best Books Depo is located in Tacoma, Washington, and is accessible to residents of Seattle as well by public transit or car. Tacoma offers affordable living, great live music, outdoor activities and a vibrant cultural scene.

**Contact/application information:**

If you’re interested, please apply by sending your resume to applications@bestbookdepo.com before June 12, 2021. Thank you for your interest, and we look forward to meeting you!

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