Job Posting

Replace every [Placeholder]. Keep the finished ad between 300 and 700 words. Put pay, location and schedule in the first lines: many candidates read a job ad on a phone and decide in seconds.

JOB TITLE LINE

[Standard Job Title] ([Shift or Specialty, e.g. Overnight, Spanish Bilingual]) | [City, State] or Remote ([States eligible])

KEY FACTS

Pay: $[Minimum] to $[Maximum] per [hour / year], plus [shift differential, bonus or commission]

Schedule: [Days and hours, e.g. Monday to Friday, 10:00 am to 6:30 pm; one weekend day per month]

Employment type: [Full-time / Part-time / Temporary / Contract-to-hire]

Location: [Site address or area; on-site, hybrid or remote]

Start date: [Next class start date or "As soon as possible"]

ABOUT THE ROLE

[Two to three sentences on why this job matters and who it serves. Example: As a [Job Title] at our [City] [facility type], you will help [customers / patients / members] [outcome]. You will join a team of [number] and report to [manager title].]

WHAT YOU WILL DO

- [ ] [Main duty with volume or scope, e.g. Answer 50 to 60 inbound calls a day about billing and orders]
- [ ] [Second duty]
- [ ] [Third duty]
- [ ] [Fourth duty]
- [ ] [Fifth duty, optional]

A TYPICAL DAY

[Three or four sentences that describe a real shift: when people arrive, the tools they use, what a busy hour looks like, who they work with. Include the hard parts honestly, such as standing for long periods or difficult callers.]

WHAT YOU NEED

- [ ] [Required qualification 1, e.g. High school diploma or equivalent]
- [ ] [Required qualification 2, e.g. Able to work the schedule above, including one weekend day a month]
- [ ] [Required qualification 3, e.g. Able to lift up to 50 lbs]
- [ ] [Required qualification 4, optional]

NICE TO HAVE

- [ ] [Preferred qualification 1]
- [ ] [Preferred qualification 2]

WHAT YOU GET

- [ ] [Pay detail, e.g. Weekly pay; $1.50/hour night differential]
- [ ] [Health, dental and vision coverage starting [date or waiting period]]
- [ ] [Paid time off: [number] days per year]
- [ ] [Retirement plan and match]
- [ ] [Paid training: [length] weeks]
- [ ] [Career path, e.g. Team lead roles filled internally]

HOW TO APPLY AND WHAT HAPPENS NEXT

Apply in about [number] minutes at [link]. No cover letter needed. Here is what happens after you apply: [Step 1, e.g. a short online assessment], [Step 2, e.g. a 20-minute phone or video interview], [Step 3, e.g. an offer within [number] days]. Questions? Contact [Recruiter Name] at [email or phone].

EQUAL OPPORTUNITY AND ACCOMMODATION STATEMENT

[Company Name] is an equal opportunity employer. We welcome applicants of every race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information and veteran status, and any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [email or phone]. [Add fair-chance or pay transparency language required in your state or city.]