Job Posting Template

The most important sections
to write a compelling
individual job posting.

They don't have to be all formulated in sentences. Some sections
(i.e., benefits, how to apply) can be better expressed in visuals.

Attention-Grabbing Title
A job title that accurately reflects what you are searching for and that talent would search for. Be compelling but not overly creative to attract the right candidates.

Company Overview
Brief description of the company, its location, mission, values, and culture.

What You'll Do
High-level overview of the role's key responsibilities and impact. Telling a story works better than a bulleted list.

Who You Are
Name the top qualifications, skills, and experience required. Leave out the nice-to-haves for not excluding great talent unnecessarily.

Why Join Us?
Selling points that make the company an attractive place to work (benefits, perks, growth opportunities, etc.). Remote/hybrid work options are essential.

How to Apply and Hiring Process
Clear instructions on how candidates apply for the role. Prepare candidates by mentioning the steps of the hiring process.

Diversity Statement
Statement highlighting the company's commitment to diversity, equity, and inclusion.

EEO Statement
Statement affirming the company's commitment to equal employment opportunity.