

# Firm/Company Name

(Send copy of firm logo for posting)

<b>Job Title [Position]:</b>		<b>Job Category:</b>	
<b>Department/Group:</b>		<b>Posted By:</b>	
<b>Location:</b>		<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	[i.e.: full-time, part-time, etc.]
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Reports to:</b>		<b>Posting Expires:</b>	[i.e., 30-days]

**Applications Accepted By:**

**Fax or E-mail:**

**Mail:**

**Attention:**

**Job Description**

**Brief Summary:**

**Duties:**

**Skills/qualifications:**

*[NOTE: Attach separate sheet(s) as necessary with the complete job description ]*