

# 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]
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b>	<b>Mail:</b>		
<b>Attention:</b>			
<b>Job Description</b>			
<b>Brief Summary:</b>			
<b>Duties:</b>			
<b>Skills/qualifications:</b>			
<i>[NOTE: Attach separate sheet(s) as necessary with the complete job description ]</i>			