Job Description Template (Sample)

**[Job Title]**

Your formal job position title should be as specific as possible and ideally around 4 words.

**Role summary:**

Provide a brief, 4-sentence description of the role, what success in the position looks like, and how it fits into the company or organization overall. You may also want to add who your candidate will report to.

**Job functions/responsibilities:**

List up to 10 of the most vital tasks related to this role. They should be listed in order of importance. Ideally, you should start each bullet point with active verbs in the present tense. We also recommend using gender-neutral language.

**Required skills:**

* Education level
* Experience
* Specific skills
* Personal characteristics
* Qualifications, certifications, and licenses

**Additional skills:**

Here you can add some “nice-to-have” qualifications that aren’t mandatory but can make the transition easier.

**Work environment:**

Here, include 2-3 sentences about the atmosphere at your company. For example, you’ll want to add information on:

* Hours and scheduling
* Personal development options
* Company values

**Salary and benefits:**

Include a salary range and list benefits that you believe your ideal candidate would be most interested in. Some popular benefits include:

* 401(k) matching
* Work-from-home options
* Paid time off
* Healthcare coverage
* Student loan payment plans
* Family insurance
* Disability insurance

**Call to action:**

Ask your candidates to apply with simple, clear language based on your brand voice. Some examples include:

* Apply now!
* Apply today!
* Join the team.
* Start your application.

**Disclaimer:**

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and may be amended at any time at the sole discretion of the [Your Company].