**sample Job Posting template**

XYZ Ltd, City, Province, Canada

Company address

TITLE/POSITION: [Use a title that catches the applicant’s attention. The company can include some info like full or part-time position]

DESCRIBE YOUR COMPANY HERE: XYZ is searching for the next great team player! We are based in XXXXX, PROVINCE and have a XXXXX (describe what your company does). You will have the opportunity to work and exchange knowledge with experienced sales person/lawyers/accountants/designers. We are a small/big team, who works hard but loves to have fun while doing so, forging a workplace atmosphere that will have you excited to come to work every day.

POSITION DETAILS/JOB REQUIREMENTS:

*Hello, is it you we’re looking for?*

Along with a winning attitude and a passion for blowing glass, you are dependable, reliable, and while you can work independently in an efficient manner, you are also a team player. Here’s a few of the finer points that we’ll also need you to bring to the table:

* You must be fluent in and able to read and write in English - bonus points for a 2nd language
* The ability to read and prepare drawings (planning is everything!)
* The ability and confidence to work with quartz and bend it to your will
* Experience and skill in lathe and bench work is a must
* The ability to work outside of your ‘job description’ from time to time (cleaning the shop, liaising with customers, light paperwork, etc)

*The benefits to you!*

First and foremost, you get to work with an amazing team of professionals who are second to none at their craft and you get to do it in a town that is second to none in natural beauty, with endless opportunities for outdoor adventure and enjoyment. But wait, there’s more:

* A competitive salary of [$/YEAR] or [$/HOUR]
* A competitive benefits package to ensure that you are happy and healthy
* Opportunities for salary increases and bonuses - strong performers are rewarded!
* Opportunities for educational advancement – continued growth means everybody wins
* Grow your social community (we work hard together and we play hard together)

HOW TO APPLY:

*You still here?*

Great! It sounds like you might be perfect to join our team. If you were nodding your head throughout this posting, then shoot us your resume and cover letter, explaining why hiring you is a win-win. Please send documents to:

Attn: (hiring person)

Email:

Or Fax: