

Basic Job Description Template

Company Name

Position title

Hour requirements

(full-time, part-time, freelance)

About us

Brief description about the company/organization, including where the company is located, what it does, what product it offers, mission statement, and global partnerships.

General information about the proposed position, including who they might report to, the main duties and responsibilities expected of them, a reiteration of hour requirements, and the way that the position synergizes with the company as a whole.

A high-level look at the traits of an ideal candidate, including experience, expectations, and characteristics.

**As a [job title],
you will:**

- Bulleted list of duties and responsibilities
- Prioritize by main duties first
- Consider who they might have to work with on a day-to-day basis
- Will the candidate be responsible for any tracking, reporting, or other evaluation of results?
- Try to list at least 6-10 duties and responsibilities

**A qualified
candidate
will have:**

- Bulleted list of requirements and qualifications
- Consider any work experience or degree requirements
- Maintain specificity

**Preferred
skills include:**

- Bulleted list of skills or characteristics that might give a candidate an extra edge but are not required
- May include certain characteristics or soft skills
- Consider tools or programs that team members frequently use

Benefits:

- Bulleted list of benefits and compensation
- Provide salary range if necessary
- Include paid time off and paid holiday information, retirement benefits, healthcare
- Consider other benefits not directly related to compensation (flexible hours, hybrid/remote work, paid subscriptions to apps or periodicals)

**Contact us
to apply**

Provide contact information for interested parties to apply, including information about what to include in an application. This section may be replaced entirely with an online form.

V1: 11/22/26