

{!Job Title}

{!Location} // {!FullvPartTime} // {!Department} // {!ExperienceLevel}

{!Company} helps {!who you help}. We {!help/build...}. We are looking for a {!quality 1}, {!quality 2}, {!quality 3}, {!role} who is excited to help {!do what} for our {!department hiring} team.

**We are looking for someone who…**

* Is an experienced {!role}
* Has successfully {!action}
* Has worked in a {!environment}
* Is passionate about helping {!customer type}
* Is great at {!skill}
* Is willing to {!necessary action}
* {!Is/Has…}
* {!Is/Has…}

**Duties and Responsibilities**

* {!IndustryExperience}
* {!ProgramExperience}
* Experience in {!tasks}
* {!Qualities}
* {!Habits}
* {!Attitude}
* {!CommunicationSkills}
* {!OtherTraits}

**Nice to Haves**

* {!AdditionalExperience1}
* {!AdditionalExperience2}
* {!Desires}
* {!Passions}

**About the Company**

{!Our company} is a team of {!Adj1}, {!Adj2}, {!Adj3} people working together to {!mission}. We {!Action1}, {!Action2}, {!Action3} a {!Product/Service} that {!Value}.

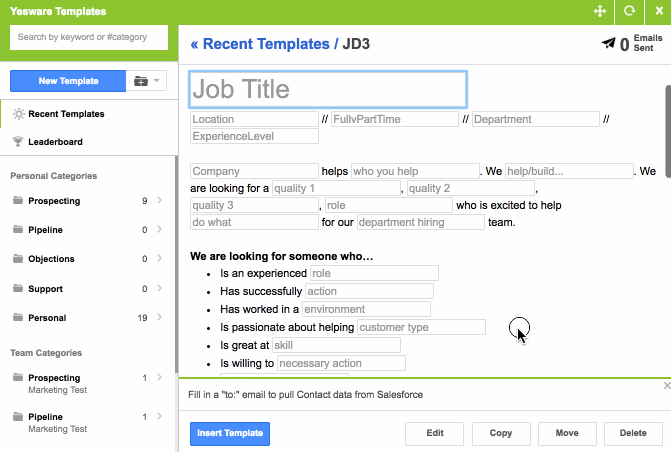
You can find us {!Location}. We offer {!HighLevelBenefit}. We also offer a growing list of benefits: {!Benefit1}, {!Benefit2}, {!Benefit3}, {!Benefit4}, {!Benefit5}, as well as {!Benefit6}. Additional perks include {!Perks}.

{!Our company} is proud to be {!VentureBackingsOrHistoryFunFact}. Our customers range from {!This} to {!That}, like {!Customer1}, {!Customer2}, {!Customer3}, and many more. We live out our core values every day in a mission to {!Mission}.

-------------------------------------------------------------------------------------------------------------------------------

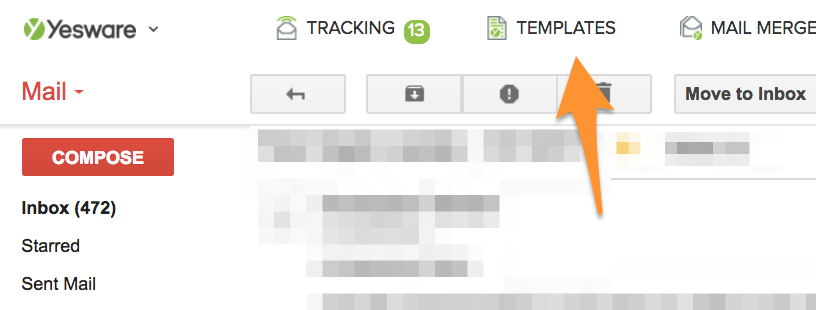
## **Directions to save this template with easy-to-fill fields:**

Ready to get your template looking like this?

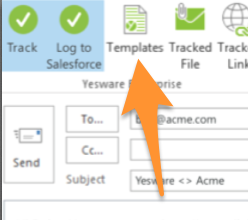


1. [**Download Yesware**](http://www.yesware.com/sign-up/) to your Gmail or Outlook inbox (free).
2. Click the Templates module

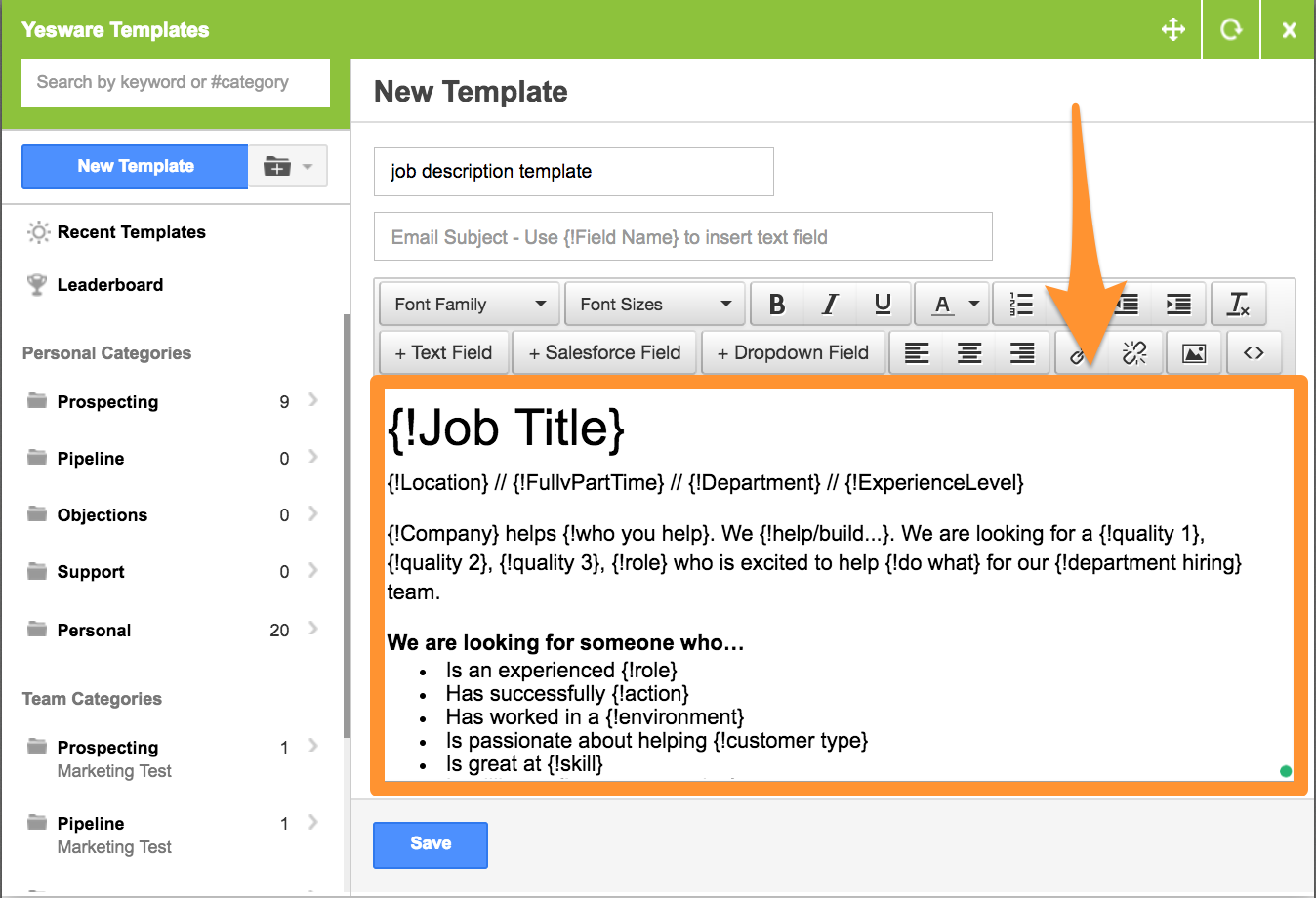
*Here’s what it looks like in Gmail:*

**

*And here’s what it looks like in Outlook:*

**

1. Click the blue “New Template” button.
2. Give the template a name (ignore the Email Subject for now).
3. Copy the job description template above, and paste it here:

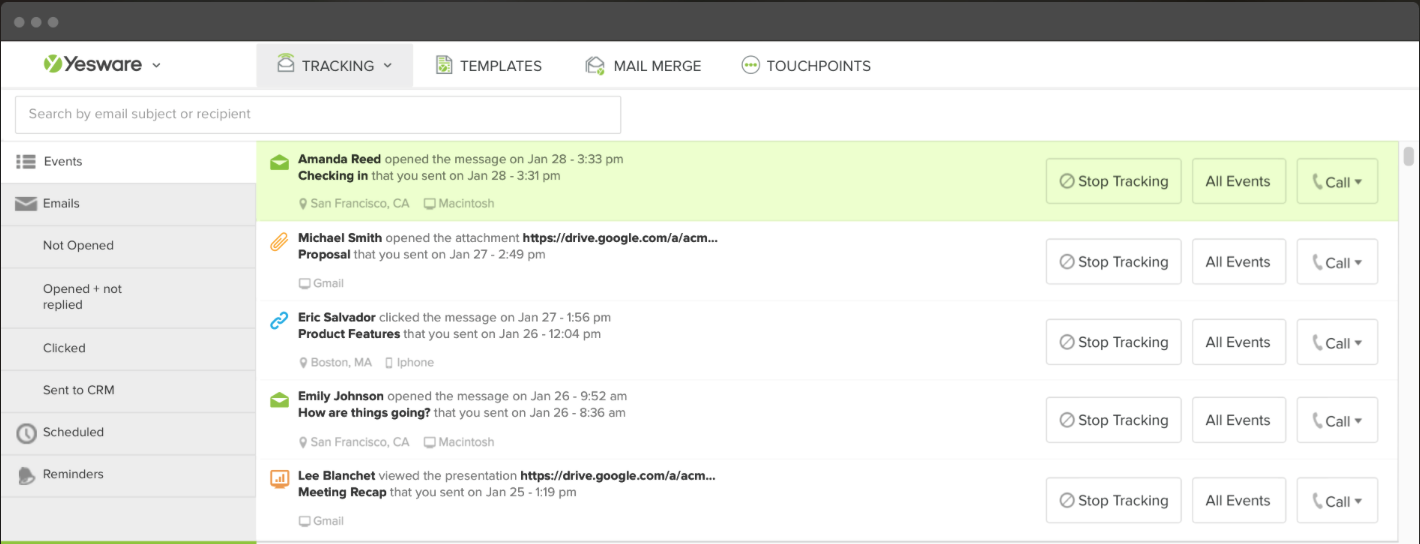


1. Click the blue Save button to turn the “{!xxx} fields into fillable placeholders.

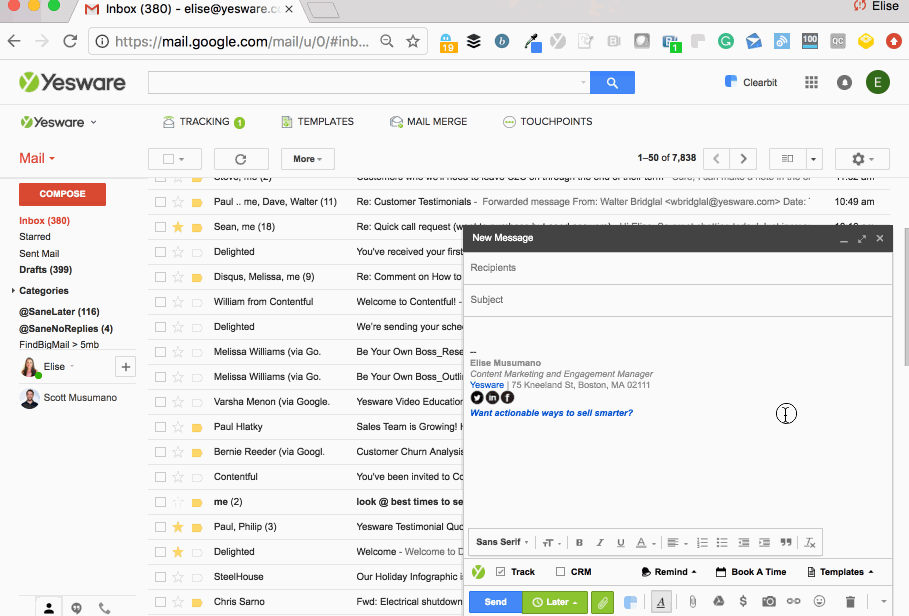
Any time you want to use the template for a new job description, just click on the Templates button in your inbox, search for the name, and there it is!

## **What else can your Yesware trial do for you?**

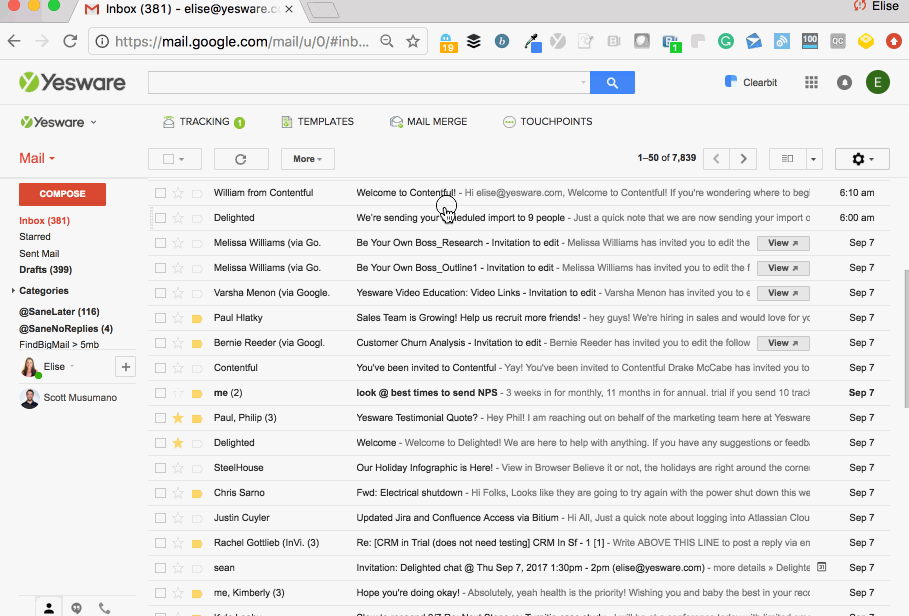
1. **Email Tracking:** Know when candidates are opening your emails

[](http://www.yesware.com/email-tracking/)

2. **Book A Time:** Books phone screens faster by pulling your calendar into your email

[](http://www.yesware.com/book-a-time/)

3. **Mail Merge:** Automate email campaigns (with open- or reply-based follow-up) to up to 200 candidates at once

[](http://www.yesware.com/follow-up-email/)

[**Click here to get your free trial.**](http://www.yesware.com/sign-up/)