

# Job Ad Template

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Position Title: \_\_\_\_\_

Location / Work Type: [e.g. Remote / In-office – City]

Start Date (if fixed): \_\_\_\_\_

## **[Section 1: The Hook]**

We're looking for someone who can help us \_\_\_\_\_

(Write 1–2 sentences explaining the real purpose of the role.)

## **[Section 2: About Us]**

Brief 2–3 line description of your company/team. Culture, values, or goals.

## **[Section 3: What You'll Do]**

(Use bullet points — no more than 6–8)

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## **[Section 4: What You'll Need to Succeed]**

Must-Have:

Nice-to-Have:

## **[Section 5: How to Apply]**

Send your CV and a short note telling us why this role suits you to:

✉ \_\_\_\_\_ by \_\_\_\_\_

(Option: Add a simple 1-question application task like “Tell us about a project you're proud of.”)