

## How to write my job offer

*Please note that this description is for illustrative purposes only and is not required in any way.*

### **Job Description**

In a few lines, a brief description of the position

### **Primary Responsibilities / Tasks**

- Responsibilities / Tasks
- Responsibilities / Tasks
- Responsibilities / Tasks

### **Skills required / Profile sought**

- Skills / Profile
- Skills / Profile
- Skills / Profile

### **Salary**

Description of salary offered

### **Working conditions / benefits**

- Conditions / Benefits
- Conditions / Benefits
- Conditions / Benefits

### **How to apply**

We invite you to send your resume and cover letter to [test@test.ca](mailto:test@test.ca) by **December XX, 2022**. We thank you for your interest, but only those selected will be contacted.