YOUR LOGO

**The Title:**

Creating a compelling title is the most important part of your job ad. When you write your title, be precise and concise, including key phrases to accurately describe the role. If you are writing a job posting for a bilingual position, the title must be written first in English, followed by a forward slash, then in French.

**The Introduction:**

A single paragraph that provides an overview of your company and what you are looking for from candidates for this position. You might want to include your company values and vision, and any awards you have recently won.

**The Location:**

Moving is an obstacle to anyone considering your job that doesn’t live in your region. If you want to attract people from other places, sell applicants on the location. Give them details about schools, activities, crime rates, things to do, etc. If you only want local candidates still sell them on the positive aspects of your location or office.

**The Position:**

Provide information on work hours, pay, engaging co-workers, education opportunities, benefits or perks, and anything else applicants will find interesting.

* Point 1
* Point 2

**The Requirements:**

List the key responsibilities of the position, the day-to-day activities that the candidate will be expected to do, and what qualifications and skills they will need to be successful in the role. Try to be concise in your list, as too many requirements will dissuade potential candidates.

**Interested?**

Include information here on how to apply. Ideally, keep these steps to the bare minimum, so you do not discourage good applicants. Also, make sure to link to your application page so candidates can apply with the least number of clicks possible.

Example 1

### **Truck Driver.**

Bettertruck has been in the trucking business for 25 years and has been recognized by the Canadian Trucking Alliance as one of the safest and best companies to work for.

* Our trucks use Rand McNally IntelliRoute TND 700 GPS systems.
* Trucks receive regular maintenance.
* We believe in a work-life balance.

**The Location:**

Bettertruck drivers need to be based within 30 miles of Ottawa, Ontario. The area is known for its music festivals, international-inspired cuisine, bilingual residents, and the Rideau Centre market.

**The Position:**

We’re looking for drivers with a current full “G” license with no more than 3 demerit points. New drivers typically earn C$45,000 per year. Senior drivers make up to C$65,000. All for a 5-day work week.

**The Benefits:**

* 20 Days PTO.
* Medical/Dental/RRSP.

**Responsibilities:**

* Performing daily mechanical and functions tests.
* Following all traffic laws while driving.
* Inspecting cargo and ensuring everything is safely loaded and unloaded.
* Obtaining signed receipts upon delivery.

**Requirements:**

* Drivers must be at least 18 years old with a valid “G” license.
* Vision test pass.
* Valid medical report.
* Pass a knowledge test on operating large trucks and tractor-trailers.

**Interested?**

Please email us. No phone calls please.

Example 2

### **Business Analyst / Analyste d’affaires**

Betterteam has a combined experience of 120 years in the recruiting space and has worked with household-name clients. You probably have some of their products in your pocket, and use them on a daily basis.

We offer great mentoring programs for our analysts with top execs.

We’re on the cutting edge of technology - you’ll be working with the best equipment and software.

**The Location**

Betterteam is based in Toronto, ON. Our city is the financial center of Canada with a large diversity of international populations. Best known for its International Film Festival and major sports franchises, Toronto has a fun urban scene, great hiking, and beautiful natural surroundings.

**The Position:**

We’re looking for a full-time business analyst with experience in analyzing complex datasets and building financial models. Salary is C$67,000 per year. Some remote work is possible.

**The Benefits:**

* Very competitive benefits package.
* Tuition reimbursement.
* Generous bonus program.

**Responsibilities:**

* Creating detailed business analyses.
* Budgeting and forecasting.
* Planning and reporting.

**Requirements:**

* Masters degree in business administration.
* Work experience.

**Interested?**

Please contact us.

Example 3

### **Registered Nurse / Infirmier Autorisé.**

Betterhealth provides an exceptionally high level of care for its residents and has been recognized numerous times by the Canadian Hospital Association. We have a very well respected staff and use cutting edge health technology.

* Registered nurses love us - we have one of the highest retention rates in the nation.
* We lead in developing and teaching new life-saving procedures.

**The Location:**

Betterhealth is based in Montreal, Quebec. We are a historic town that oozes charm and pulses with activity, and is becoming known as a gourmet destination!

* Underground pedestrian walkways and the metro system are safe and easy to navigate.
* Crime rate well below the national average.
* An array of events, gatherings, and exhibitions are held throughout the year.

**The Position:**

We’re looking for a full time registered nurse in our critical care unit. Must have RN license to practice in Montreal with a valid provincial registration and BLS. Salary is C$67,000 per year.

**The Benefits:**

* Very competitive benefits package.
* C$15,000 commencement bonus.
* Guaranteed 8-hour shifts.

**Responsibilities:**

* Evaluating and recording patient symptoms.
* Assisting physicians with medical procedures.
* Treating medical emergencies, such as heart attacks, strokes, and burns.

**Requirements:**

* Registered Nursing license.
* Valid provincial registration.
* Fluency in written and spoken French.

**Interested?**

Please send a copy of your resume and a one-page cover letter to recruitment@betterhealth.com.