

## POSITION VACANCY ANNOUNCEMENT

Internal and External announcement example:

*(Company name)* has an opening for a *(position title)*. The primary responsibilities include *(list primary job duties)*.

The ideal candidate will demonstrate *(list competencies and any other behaviors needed for success in the job)*. Example: Competency with MS Office and the ability to use other company-specific software is required.

The position requires *(list any formal education requirements and physical demands of the position)*.

To apply, send a resume and cover letter to *(email)* or mail to *(address)*. Applications must be received by *(deadline)*.

