

JOB DESCRIPTION FORMAT

The ideal job description should be concise and intentional, giving prospective candidates all the info they need without appearing overwhelming or confusing.

Use the following structure to inform & excite interested candidates and draw the right applicants to your job

- Introduce your company
- What role are you looking to fill?
- Briefly describe the main objective
- Include additional opportunities for growth
- Highlight company culture & what you're looking for in a compatible teammate

Sample Job Description

Job Title: UX Design Intern

Description: Solar Keepers is a solar panel consulting firm specializing in solar panel installation and maintenance for residential and commercial properties. We're seeking a motivated UX Design Intern to join our team for the summer.

In addition to helping develop our web capabilities, you'll have the opportunity to collaborate with leadership and gain in-depth exposure to the solar industry.

We're a small team of technologists and outdoor enthusiasts. You're a good fit for this role if you have a passion for green energy, are curious about solar and are excited to try new things.

- Use bullet points when listing key responsibilities & daily tasks
- Include any perks like flexible hours, available certifications etc.
- Be direct about application requirements to narrow down candidates
 - include a cover letter?
 - request samples of their work?