

## Guidelines for Employer Job Announcements

Please include the following information in a **word or pdf document**. If something on this list is negotiable, please say so or give estimates/ approximations:

1. Company description
  - a. Who you are
  - b. What you do
  - c. Where you are located
  - d. What you need
2. Job Title
3. Job duties
4. Requirements for position (for example, 3.0 gpa, CAD experience, excellent writing skills...)
5. Desired qualifications (things you'd like to see but aren't necessarily requiring of candidates)
6. Job pay (please note that San Mateo County minimum wage is \$10.00 per hour).
7. Job hours and days
8. How to apply or ask questions about the position
  - a. Contact information: name and email/ number/ work address
  - b. What do you want (resume, resume and cover letter, resume and writing sample....)