

Job Posting Sample

Name organization

Address

City, State Zip

Phone

Email

Notice of Position Opening

Position title:

Date to be filled:

Salary range:

Application deadline:

Please see job description for details.

Please send cover letter, resume, application and clearances to:

Name organization

Address

City, State Zip

Phone

Email

Additional information on applying can be found on our website at [website address](#)

[Name organization](#) will not discriminate in educational programs, activities or employment practices based on race, color, national origin, gender, disability, age, religion, sexual orientation, ancestry, union membership or any other legally protected classifications. Announcement of this policy is in accord with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and program participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for people with disabilities, should contact: [contact info](#).