[COMPANY NAME / LETTERHEAD]

**VACANCY NOTICE**

**1. Position/Job Title** Example: Marketing Intern | Junior Accounting Assistant |Business Development Trainee

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**2. Industry Sector** Example: Finance | Human Resources | Marketing | Logistics

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**3. Type of Opportunity** Example: Internship | Learnership | Part-Time | Full-Time | Remote | Other

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**4. Location** City or specify “Remote”

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**5. Start Date (optional)**

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**6. Application Deadline** Date by which applications are due

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**7. Job Overview** Purpose of the role

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**8. Key Responsibilities** 4–6 points covering main duties

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**9.1 Minimum Requirements:** Example: Graduate with … OR Undergraduate doing ...

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**9.2 Minimum Requirements Skills:** Example: MS Excel, Research skills

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**9.3 Minimum Requirements Other:** Example: Driver's License, etc.

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**10. How to Apply**

Email address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documents : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

App link : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. Contact Person**

Company Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. Additional information (Optional)**

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