

1. The job description should be in **plain text**. Please exclude bullets and other special formatting.

2. Include full address and contact information

**ABC Company**  
1234 South Main Street  
Akron, OH 44325  
Phone: 330-999-1234  
Fax: 330-999-1235  
[www.abccompany.com](http://www.abccompany.com)

3. Include the job title

**Information Technician**

4. Provide a brief description of the duties

Under direct supervision, this position performs general maintenance tasks, troubleshoots software issues and repairs computer systems, peripheral equipment and telephone systems located throughout the respective division. This includes performing work on simple applications and trouble shooting basic hardware problems. This position also performs basic local area network administration activities throughout the division.

5. List all requirements

Must have Bachelor's degree in Computer Science, with a 3.0 GPA. One year of personal computer technical experience is required, including the ability to perform basic PC software and hardware troubleshooting. Proven knowledge and understanding of the basic technical aspects of telecommunication equipment and transmissions may be required if incumbent has telecommunications responsibility.

6. State who should receive the resumes and how you would like them sent

Email resume and cover letter to:

Mary Smith, Human Resources Manager  
ABC Company  
[Mary.smith@abccompany.com](mailto:Mary.smith@abccompany.com)

7. If applicable, include a posting deadline

Deadline to apply is December 30, 2008