*Ideal submissions are in .docx, Microsoft Word files*

**Name of Organization** - location (ie: **Virginia Museum of History and Culture** – Richmond, VA)

**Closes** – (date or “open until filled”)

**Title** – (position title)

**Compensation** – ($ and benefits if listed)

**Type** – (full-time, part-time, FSLA, exempt, non-exempt, etc)

**Apply** – (add the application instructions and process)

**Summary** – (usually the beginning part of the submission)

**Responsibilities** – (list in bullet points)

**Qualifications** – (list in bullet points)

**About** – (more information about the organization or a link to the website)