

Job Description Template

Name: _____ Date: _____

Name _____

Title of Job _____

Company or organization name _____

Job Summary (2-3 sentence description of what you do and what is expected of you)

Duties and Responsibilities (create a bullet list of 6-10 different tasks that are expected of you)

Knowledge, Skills and Abilities (create a list of qualities needed to do the job)

Credentials and Experience (what work environment or training might be needed to do this job?)

Special Requirements (is there anything that should be listed that is beyond basic job skills or expectations?)
