

# Signature Ad Worksheet

Please type or print using upper and lower-case letters. Include as much information as possible (it won't cost you any more!). Attach additional sheets if necessary.

## AD COPY:

1. Position title \_\_\_\_\_
2. Number of openings \_\_\_\_\_  Full time  Part time  On call  Temporary
3. Employer \_\_\_\_\_
4. Address (for applicants) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
5. Phone and/or fax (for apps) \_\_\_\_\_
6. Attn: (for applicants) \_\_\_\_\_
7. Salary \_\_\_\_\_  
 Benefits \_\_\_\_\_
8. Job duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Hours / Days \_\_\_\_\_
10. Company description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Experience/skills and education required \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. How to apply \_\_\_\_\_  
 \_\_\_\_\_
13. Additional info (final filing date, job codes, email/web, etc) \_\_\_\_\_  
 \_\_\_\_\_

Example:

**Satellite**  
DATA SYSTEMS



- ① **PROGRAMMER ANALYSTS (3)** ②  
 ③ Satellite Data Systems  
 Space Communications Division  
 2785 Morrison Drive, Suite 100  
 \* Oak Valley, CA 98765-4321  
 415/555-9900 x227 ④  
 Attn: Terry Lydeck / Operations Manager ⑤  
 \$3850-4400/mo DOE, plus medical, dental and ⑥  
 life ins and pension plan after 1 year. At facility in ⑦  
 RIDGEMONT, analyze & design program ⑧  
 requirements; develop application & program ⑨  
 specs; code, test, document & implement soft- ⑩  
 ware; and participate on development team for a ⑪  
 leader in interstellar telecommunications systems. ⑫  
 Hrs 7-3:30 Mon-Fri. Requires MS or equivalent in ⑬  
 Computer Science, 3 years exp with high-level  
 language design/coding and graphics communi-  
 cations, and 1 yr experience with HP7000. Knowl-  
 edge of astrophysics preferred. Send resume, 3  
 references, and salary history/requirements. AA/  
 EOE (#4417)

\* An asterisk before the city indicates that the job is in a different location or available in more than one city.

**YES! Please run my:**

- Featured Employer Signature Ad**  
 Company logo with up to 25 lines of info, plus rotating logo on homepage, priority placement in our online jobs database and web link, \$255/issue
- Signature Ad** (example above)  
 Company image (logo or line art) and up to 25 lines of info, \$225/issue
- Standard Job Order** Max 25 lines, \$190/issue

Name / Title \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Please fax this worksheet to \_\_\_\_\_

at: **(916) 366-3436** or for more information,

call: **(800) 655-JOBS**

e-mail artwork to:

**advertising@jobjournal.com**

3050 Fite Circle, #100  
 Sacramento, CA 95827  
 (916) 925-0800

