



**Mesa State College**  
**Advising & Career Center**  
**Phone 970.248.1177**  
**Fax 970.248.1267**  
**www.mesastate.edu/advising**

TO: Mesa State Advising & Career Center 970-248-1267

FROM: \_\_\_\_\_

**Company Information**

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

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Company Description: \_\_\_\_\_  
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 \_\_\_\_\_

**Contact Information**

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

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

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Job Information**

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

Work Schedule:  Full-time  Part-time Hours per week: \_\_\_\_\_

Wage/Salary: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Description: \_\_\_\_\_  
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Qualifications: \_\_\_\_\_  
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Application Instructions: \_\_\_\_\_  
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Expiration Date for Job Posting: \_\_\_\_\_

Thank you for your job announcement. We look forward to working with you and your company in the future. Let us know what we can do to help make your recruiting efforts successful. Once this position has been filled, we would appreciate you notifying our office. If your new hire mentions seeing this announcement on MAVjobs, please let us know for tracking purposes. We appreciate your cooperation.