**Annonsmall Generell SLU - English**

**Headline**

The title is often sufficient as a heading. Sometimes you may need more explanatory words ” Postdoc in X”,but keep the title short. The title matches the words the candidates search for in the search engine, and statistics show better accuracy with shorter headlines. The Swedish public employment service, the job bank (Platsbanken) only allows 74 characters including spaces.

You can choose a different title in the headline of the job ad to attract more applicants. However, it is important that you write the official title at SLU in the advertisement text. You can find all titles at SLU [here](https://internt.slu.se/en/support-services/administrative-support/communication/language-writing/language-tools/).

Paste or fill in headline

**Introduction text– create a short and interesting introduction**

A job advertisement should be selling at the same time as it describes reality. How can we inspire the candidate to apply based on the job description? Are there other values in the company or in the workplace that are worth highlighting?

Introduction in bold and italics, as shown below. Feel free to address the applicant directly.

 ”We are looking for a person who…”.

”Are you the person we are looking for…”.

Paste or fill in intro text

**About the position**

Describe what the position involves:

What duties are included?

How is the work structured?

You can use phrases such as: “You will be part of a team working with…”, “You and your colleagues will be responsible for…”

Paste or fill in job description

**Your profile**

Specify the formal requirements an applicant must meet and what is meritorious for the position. A bulleted list can be a good way to make that clear.

Paste or fill in qualifications

**About us**

Describe the workplace. Begin by describing the workplace to which the successful applicant will belong. Continue by describing the greater SLU context.

For example, “At the Department of X, we conduct research and education in Y and Z, as part of our work to address the challenges posed by W.”

For more information about the department or division visit: Link to website

Read more about our benefits and working at SLU by visiting <https://www.slu.se/en/about-slu/work-at-slu/>

Paste or fill in description of the workplace

**Location**

Specify the site or state “one of SLU’s main campuses”.

Paste or fill in location

**Form of employment**

Examples of phrases to use:

Indefinite-term employment. SLU may use probationary employment.

Fixed-term employment 360 days

Temporary substitute employment 12 months

Paste or fill in form of employment

**Scope**

100%

(State the scope as a percentage of full-time employment (100%))

Paste or fill in scope

**Start date**

As agreed. (Or put the start date)

Paste or fill in start date

**Application**

|  |
| --- |
| Please submit your deadline by XX Month 2023. You can submit your application by clicking the button below. |

**Union representatives**

<https://internt.slu.se/en/my-employment/employee-associations/kontaktpersoner-vid-rekrytering/>