

Help wanted ad template

A help wanted ad is a classified, not a job description. Six lines, under sixty words, one way to apply. If a line does not change whether somebody turns up, it does not go in.

{like this} = yours to replace. Everything else is wording you can keep.

The structure, line by line

- 1** THE JOB, NAMED
HELP WANTED: {Job Title}
- 2** WHO AND WHERE
{Company}, {City}
- 3** WHEN
{Days}, {shift times}
- 4** PAY
{Pay rate} an hour, paid {weekly}
- 5** THE ONE REQUIREMENT, AND WHAT YOU PROVIDE INSTEAD OF ASKING FOR MORE
{The single thing the person must have or be}. {What you supply: the training, the kit, the licence, the uniform}.
- 6** ONE WAY TO APPLY
{Call, text, or come in}, {contact}, {when}.

Two filled versions

Cleaner

Evening or early morning work, hired on trust and reliability.

HELP WANTED: Cleaner

{Company}, {City}

{Monday to Friday}, evenings, {number} hours a shift

{Pay rate} an hour, paid weekly

You work alone and you are trusted with keys. No experience needed, equipment and training provided.

Call {Name} on {number} between {times}, or knock at the {back door} any evening this week.

Delivery driver

Licensed shift work where the round, the finish time and the van are the pitch.

HELP WANTED: Delivery Driver

{Company}, {City}

{Tuesday to Saturday}, early starts, home by {time}

{Pay rate} an hour plus {mileage}, paid weekly

Full licence and {number} year of driving. Around {number} drops a day, van provided, fuelled and maintained.

Text {number} with your name and how long you have held your licence. We call back the same day.