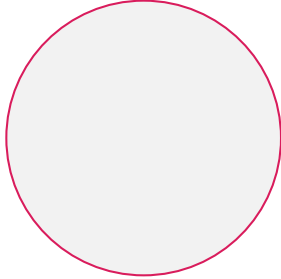

Respond to a Job Posting

TEMPLATE

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TEMPLATE

Make use of this template when you respond to a job posting and to increase your chances of getting hired!



INTRODUCE YOURSELF!

Make sure to include a professional portrait of yourself. Proposals with a portrait are hired 5 times more often than those without one.

Your Name

LinkedIn profile and/or website and/or link to portfolio

Overview and professional background as it relates to the job description

Certifications

For example: Google Ad certified, Powerpoint expert, etc.

Hourly rate and/or monthly package

Contractual terms