**<insert your name here>**

**Targeted Job Description for**

**<insert your targeted job title here>**

**Summary**: <insert brief description of the type of company, the geographic location, the type of marketing work to be done, and any other high-level information here>

**Required Skills:**

 • <insert Skill #1 here> • <insert Skill #4 here>

 • <insert Skill #2 here> • <insert Skill #5 here>

 • <insert Skill #3 here> • <insert Skill #6 here>

**Job Duties:**

 • <insert job duty here>

 • <insert job duty here>

 • <insert job duty here>

 • <insert job duty here>

 • <insert job duty here>

 • <insert job duty here>

**Educational Requirements:**

 • <insert type of degree or other educational requirements here>

**Additional Requirements:**

 • <insert any requirements related to experience levels, proficiencies, certifications, and/or anything else not included above>

**Katie Brimmer**

**Targeted Job Description for**

**Marketing Assistant**

**Summary**: Marketing agency in Bozeman, Montana seeking passionate marketer to develop advertising programs

**Required Skills:**

 • Creativity • Analytical Skills

 • Leadership • Communication Skills

 • Project Management • Organizational Skills

**Job Duties:**

 • Develop selling materials

 • Lead agency teams to deliver marketing campaigns

 • Manage project timelines

 • Analyze data and identified ways to improve business results

 • Perform written and verbal communications tasks

 • Organize schedules for marketing events

**Educational Requirements:**

 • Bachelor of Business Administration

 • Emphasis in Marketing preferred

**Additional Requirements:**

 • Proficient in SEO and Google AdWords

 • Experience with Facebook marketing a plus