



## Job Ad Form

New Advertiser: \_\_\_\_

Repeat Advertiser: \_\_\_\_

Instructions: Please send your job vacancy information to us via email, if at all possible, or by fax or mail. Ads should include the following elements: Job Title, a brief description of duties, qualifications required, contact person (optional), contact information (address, phone, email, fax, etc), and closing date, if applicable. Please limit your text to no more than 100 words. If you want to place more than one ad, just complete another form. *If you wish, we can assist you in writing or editing the ad.*

Contact Person: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Please choose the bulletin(s) you wish to be listed in (online ad will appear within 24 hours; emailed ad will be distributed on regular schedule):

- |  |  |
|--|--|
| <input type="checkbox"/> Current Jobs in Liberal Arts                      | <input type="checkbox"/> Current Jobs International      |
| <input type="checkbox"/> Current Jobs in Writing, Editing & Communications | <input type="checkbox"/> Current Jobs in Art             |
| <input type="checkbox"/> Current Jobs in Management & Business             | <input type="checkbox"/> Current Jobs in Performing Arts |
| <input type="checkbox"/> Current Jobs in Education                         |  |

### STANDARD AD RATE

1-3 Months \$85 per month x \_\_\_\_ mos. = \$ \_\_\_\_  
4-11 Months \$75 per month x \_\_\_\_ mos.= \$ \_\_\_\_  
1 Year (12 months) = \$800.00

### NOT-FOR-PROFIT AD RATE

1-3 Months \$55 per month x \_\_\_\_ mos. = \$ \_\_\_\_  
4-11 Months \$45 per month x \_\_\_\_ mos. = \$ \_\_\_\_  
1 Year (12 months) = \$500.00

Please Choose Your Method of Payment:

Credit Card: \_\_ Check Enclosed: \_\_ Purchase Order#: \_\_\_\_\_

Credit Card information (if applicable):

Card Type (circle) VISA    MASTERCARD    AMERICAN EXPRESS    DISCOVER

Name on Card: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-Digit Security Code: \_\_\_\_\_

### SEND THIS FORM :

**BY EMAIL:**                      **publisher@graduatejobs.com**  
**BY FAX:**                        **(888) 870-3069**  
**BY MAIL:**                      **CURRENT JOBS FOR GRADUATES**  
   **1834 Olmstead Dr.**  
   **Falls Church, VA 22043-0494**

**PLEASE FORWARD AN ELECTRONIC COPY OF YOUR 100-WORD AD TO [publisher@graduatejobs.com](mailto:publisher@graduatejobs.com).**  
**Questions? Call 703-506-4400**