Job Announcement

I would like to announce a new job opening for the position of [job title] in our [marketing] department. The candidate will be responsible for [list responsibilities] and must have at least [5] years of experience in a similar role. Candidates must also demonstrate proficiency in [list fields of expertise]. A complete job description is attached to this email.

[Company name] would like to fill this position internally or through referrals if possible. We will hold public announcement of the vacancy until we have exhausted these options. If you know anyone with similar qualifications, you are encouraged to inform them about this opportunity.

Suitable applicants can send their resumes to [some email] before [some date].

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