

Short-Term Job Placement Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to announce a short-term job placement opportunity at [Company/Organization Name]. This position is ideal for individuals seeking to gain experience in [Field/Industry] and enhance their skills in a professional environment.

Position Details:

- **Job Title:** [Job Title]
- **Location:** [Job Location]
- **Duration:** [Start Date] to [End Date]
- **Compensation:** [Salary/Hourly Rate]

Responsibilities:

[Briefly list the main responsibilities of the job]

Qualifications:

[Outline the required qualifications or skills]

Interested candidates should submit their resumes and a brief cover letter to [Contact Email] by [Application Deadline].

We look forward to hearing from you!

Sincerely,

[Your Name]

[Your Job Title]

[Company/Organization Name]

[Contact Information]