

Job Description Options

Our job descriptions can be written using HTML, markdown, or a mix of the two.

We've created this page to showcase the options you have and to provide you copy and pastable examples.


If you'd like you can skip to the bottom of the page, which has a long job description example using many of the examples listed below.

Html options

For security reasons, we limit the HTML elements that can be used in a job description to the list below.

HTML Tag	Description	Example	Code
<a>	Defines a hyperlink. (can have href, and title attributes)	This link goes to example.com	<code>This link goes to example.com</code>
	Defines bold text	Bold Text	<code>Bold Text</code>
<blockquote>	Defines a section that is quoted from another source	This could be a quote from somewhere else	<code><blockquote>This could be a quote from somewhere else</blockquote></code>

 	Defines a single line break	Line 1 text Line 2 text	Line 1 text</br>Line 2 text
<center>	Defines centered text	This text is centered	<center>This text is centered</center>
<code>	Defines a piece of computer code	answer = function(x, y)	<code>answer = function(x, y)</code>
	Defines text that has been deleted from a document		This text is crossed out
	Defines emphasized text	<i>This text is emphasized</i>	This text is emphasized
<hr>	Defines a thematic change in content	Line 1 text <hr/> Line 2 text	Line 1 text<hr>Line 2 text
<h1/h2/h3/h4/h5>	Defines headings of	Heading 1	<h1>Heading 1</h1> <h2>Heading 2</h2> <h3>Heading 3</h3> <h4>Heading 4</h4>

	decreasing size	<h2>Heading 2</h2> <h3>Heading 3</h3> <h4>Heading 4</h4> <h5>Heading 5</h5>	<code><h5>Heading 5</h5></code>
<code><i></code>	Defines italicized text	<i>This text is italicized</i>	<code><i>This text is italicized</i></code>
<code></code>	Defines an image. (can have src, width, height, alt, and title attributes)		<pre></pre>
<code><kbd></code>	Defines keyboard input text, which has	This text is highlighted	<code><kbd>This text is highlighted</kbd></code>

	a unique highlight to it		
<ul/li>	Defines an unordered list of elements	<ul style="list-style-type: none"> • list item 1 • list item 2 	<pre> list item 1 list item 2 </pre>
<ol/li>	Defines an ordered list of elements	<ol style="list-style-type: none"> 1. list item 1 2. list item 2 	<pre> list item 1 list item 2 </pre>
<p>	Defines a paragraph of text	This text is in a paragraph	<p>This text is in a paragraph</p>
<pre>	Defines preformatted text	This text has been preformatted	<pre>This text has been preformatted</pre>
<s>	Defines text with a strike through it	This text has been crossed out	<s>This text has been crossed out</s>
<sup>	Defines superscripted text	Normal text ^{superscripted text}	Normal text^{superscripted text}


<code></code>	Defines important text	This text has an emphasis to it	<code>This text has an emphasis to it</code>
<code><strike></code>	Defines text with a strike through it	This text has been crossed out	<code><strike>This text has been crossed out</strike></code>

Markdown options

Markdown is a lighter weight markup language, compared to HTML. It can be easier to write, but may have less options than HTML would have.

Markdown Symbol	Description	Example	Code
#	Headers allow you to resize text for titles	Header 1 Header 2 Header 3 Header 4 Header 5 Header 6	# Header 1 ## Header 2 ### Header 3 #### Header 4 ##### Header 5 ##### Header 6
*	Italics let you emphasize certain text	<i>This text is italicized</i>	*This text is italicized* _This text is italicized_
**	Bold lets you emphasize certain text	This text is in bold	**This text is in bold** __This text is in bold__

~	Strikethrough can let you show edited, or incorrect text	This text is striked through	~~This text is striked through~~
1.	Lists can be used to organize information in a readable way	<ol style="list-style-type: none"> 1. Item 1 2. Item 2 3. Item 3 	<ol style="list-style-type: none"> 1. Item 1 2. Item 2 3. Item 3
+	Unordered lists don't use numbers to represent unordered data	<ul style="list-style-type: none"> • Item 1 • Item 2 • Item 3 	<ul style="list-style-type: none"> + Item 1 + Item 2 + Item 3 <p>or</p> <ul style="list-style-type: none"> * Item 1 * Item 2 * Item 3 <p>or</p> <ul style="list-style-type: none"> - Item 1 - Item 2 - Item 3
[]()	Links can be added with any text	some link	[some link](https://example.com)

<p></p>	<p>Images can be added with alt text and title text</p>		<pre>![alt text](https://homepages.cae.wisc.edu/~ece533/images /peppers.png "Title text")</pre>
<p>></p>	<p>Text can be quoted to show it's from another source</p>	<p>some text</p>	<pre>> some text</pre>
<p>---</p>	<p>A big line can be placed between sections of your description</p>	<p>Top Text</p> <hr/> <p>Bottom Text</p>	<pre>Top Text --- Bottom Text</pre>

Full Job Description Example

Here we provide an example of a full job description, and the items you might usually find within. Feel free to copy and paste the second portion into our job post form to get you started.

Fake Company Name

<h3>Fake Company Name</h3>

<hr>

<p>

Some kind of description of your company, and what you are about. </br>

A link to the company page so the candidate can find out more.</br>

Maybe you have a <i>company motto</i> you'd like to draw attention too.

</p>

<h3>Job Description</h3>

<hr>

<p>

A description of what this job is, and details that will let the candidate know if it is a good fit for them or not.</br>

You might try emphasizing certain key words you think would interest potential candidates.

</p>

<h3>Responsibilities</h3>

<hr>

<p>

It would be a good idea to list out what would be expected of the candidate in a more orderly fashion.

Work within the team to acheive some goals

Provide your unique vision to the company, expanding it's horizons

Manage others, and help them understand and work through problems

</p>

<h3>Qualifications</h3>

<hr>

<p>

It should be made clear what level of qualification a candidate should have for this position.

5 years working with some tool

Basic knowledge with some other tool

A bachelor's degree in something

</p>