

NAME

DATE

Project 5 Planning Form

Help Wanted Ad

Letting the World Know You're Hiring



Instructions

Complete this form to help you organize and arrange the information that you will include in your help wanted ad for your restaurant.

1. Write a short, catchy headline that will grab the reader's attention. For example, New Restaurant Needs Help in the Kitchen!

2. Write a brief description that clearly defines the type of employees you want to hire. Begin with your restaurant name and include why you are hiring.

3. List at least six job positions that you are looking to fill.

4. Explain how applicants can apply for the job.

5. Provide the days and time an applicant can apply.

6. Provide your restaurant contact information; for example, Contact Name, Phone Number, Website Address, etc.

