Update the highlighted fields to generate letters to candidates. The current data entered is just a place holder to illustrate an example.

Position: Labor Service - Vacancy Notice Template

Date of Certification: 5/19/2020

Certification Number: 00000

Candidate: Name

Labor Service Number: 0000000000

Hiring Department: Commonwealth of Massachusetts Municipality

Location: Address

Office hours: 9:00AM-5:00PM

Response date: 5/21/2020

Minimum entry requirements: Labor Service

Conditions of employment: Must be….

Physical Exam required: Yes/No

Salary: $20/hour

This is a Vacancy Notice for Labor Service - Vacancy Notice Template

Date of Certification: 5/19/2020

Certification Number: 00000

Dear Name

Your Labor Service Number: 0000000000

If you desire to be considered for appointment to the position, please report in person to Commonwealth of Massachusetts Municipality, at Address. The office is open during the hours of 9:00AM-5:00PM. Please report **ON OR BEFORE** 5/21/2020.

The minimum requirements/licenses for this position are listed below:

Labor Service

Conditions of employment for this position are listed below:

Must be….

Physical Exam required: Yes/No

Salary: $20/hour