**PLEASE NOTE: All candidates MUST complete this template in full to demonstrate they meet the minimum qualifications. Candidates will be selected for interview based SOLELY on the contents provided by them on this template.**

**IMPORTANT: It is imperative that you provide specific examples to verify your experience for each of the required qualifications listed below. Please ensure that you have fully described how you meet the qualifications by providing a FULLY DETAILED description of your experience. Any ambiguity, vagueness, or omissions will not be decided in the candidate’s favor.**

**Minimum Qualifications must be met to be considered for an interview.**

| **Firm / Agency** | **Title**  **(Grade if applicable)** | **Description of Experience** | **Start Date** | **End Date** |
| --- | --- | --- | --- | --- |
| **Minimum Qualification: Fully describe (include specific examples where applicable):**  Seven (7) years of experience in public relations, social media, and digital communications | | | | |
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| An Associate’s degree in one of the following areas may be substituted for two (2) years of general experience.  A Bachelor’s degree in one of the following areas may be substituted for four (4) years of general experience.  A Master’s degree in one of the following areas may be substituted for five (5) years of general experience.  **\*\*Degree substitutions: Communications, English, Public Relations, Social Media, Digital Communications.** | |
| **College**  Undergrad:  Graduate School | **Degree/Major** |