

## Recruitment Ad Instructions for Hiring Professionals

This recruitment ad was developed through the *Partners for Recovery* initiative to help support and strengthen the alcohol and drug treatment and recovery field. It is designed to assist hiring professionals with outreach and recruitment.

For your convenience, this is a print-ready PDF document that you can download, update, and print.

**Open with Adobe Acrobat.** When you open this PDF form with Adobe Acrobat Reader, you will see that it has a white box in the bottom left hand corner where you can insert your organization's contact information.

If you have Adobe Acrobat Reader, open the PDF in this program and type in the contact information for your organization.

If you do not have Adobe Acrobat Reader, click here to download:  
<<http://get.adobe.com/reader/>>.

If you prefer, you can also place this PDF into a publishing program such as Microsoft Word or Adobe Indesign and update the white box in the bottom left hand corner with your information.

**Customize the contact information.** It is recommended that you add the word, "CONTACT," along with the appropriate phone number and/or email address, and your organization's Web site address. You may wish to insert the date as well.

Once you have added and proofread your contact information, save the ad to your desktop and distribute as you need. You can use this at job fairs, career offices, conferences, and other locations where you may find potential employees.