Dear company,

At the IESA, we are interested in offering you support in the process of selecting the candidates that best suit your needs, and for this purpose we put at your disposal **IESA Talent**: a free service offered by the graduates department.

Our objective is to act as a channel among (national and transnational) companies and the students and graduates (from Postgraduate studies and the advanced business program or PAG, for its acronyms in Spanish). We offer an opportunity to publish job offers focused on the **IESA Talent** profiles in our (online) continuously updated **Labor Bourse**.

To request the publication of vacancies, please:
1.- Complete the registration form with the company´s data, contacts and information related to the job offer.
2.-Send it to [servicios.carreras@iesa.edu.ve](mailto:servicios.carreras@iesa.edu.ve)

IESA graduates have access to these offers from our web page, in the option entitled **Labor bourse**, and can send in their curriculums to the company´s contact depending on how interested they are in the offer.

To close the process it is important for us that you send us a note telling us:
1.- If the search result was successful or not;
2.- Let us know if the person hired is a graduate of our Institution.

We are at your disposal to work jointly with you.

Sincerely,

**The Graduates and Career Services Department**
Innovation and marketing Direction
Instituto de Estudios Superiores de Administración –IESA

| The company´s data | |
|---|---|
| Name | |
| Commercial activity | |
| Fiscal address | |

| Data of contact persons | |
|---|---|
| **Name** | |
| **Dept. / Position** | |
| **Office phone No. /Cell phone No.** | |
| **E-mail** | |
| | |

| Data of contact persons | |
|---|---|
| **Name** | |
| **Dept. / Position** | |
| **Office phone No. /Cell phone No.** | |
| **E-mail** | |
| | |

| Data of contact persons | |
|---|---|
| **Name** | |
| **Dept. / Position** | |
| **Office phone No. /Cell phone No.** | |
| **E-mail** | |
| | |

| Data on the vacant position | |
|---|---|
| **Field/description** | **Information to be published** |
| **Name of the position** | |
| **Summary or brief description of the position** (Maximum 350 characters) | |
| **Name of the company** If you do not wish to name it, write generic text | |
| **Country/City** where the position is required to be filled | |
| **What area of the company is the vacancy in?** | |
| **Is it full-time, part-time or per contract?** | |
| **Gender:** Female, male, indistinct | |
| **Amount of vacancies to be covered** | |
| **Salary** (it is not indispensable to add this) | |
| **E-mail** where to send the CV to, to postulate for the position | |
| **Requisites:** It is preferable to place few and that are easy to read | |
| **Responsibilities**: It is preferable to place few and that are easy to read | |
| **Benefits**: It is preferable to place few and that are easy to read | |
| **Deadline for receiving the CV** | |