

Instead of	Try
"Helper"	"Paid Internship"
"Must be able to follow directions."	"Able to collaborate on projects."
Describing company history.	Describing what the company does for the community.
Saying they will be assigned to a plumbing/HVAC supervisor.	Emphasize that on-the-job mentors will be provided.
Stating that benefits are offered.	Listing all benefits you offer, including training.
Describing in detail all tasks required of position.	Describing how the job helps people.
"Strong interpersonal skills needed."	Leaving it out. Understand that you will need to train soft skills to meet your company's expectations.
Bullet about specific expected hours a week worked.	Mention flexible work schedules available.
Only information about specific job responsibilities.	Mention potential for career growth.