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Tips for Submitting a Job Posting

1. Use Ariel Font size 13 only.
2. Use single line spacing.
3. Use left justification.
4. Do not use hard returns “↵” at the end of the sentences.
5. Include a short law firm bio.
6. Once you have entered the job title in the job posting, there is no need to enter the job title again in the description.
7. Do not use bullet points or numbers.
8. Do not use firm templates, tables or charts.
9. Include a list of the jobs responsibilities.
10. Insert hyperlinks for either URL or email.
11. Include a sentence to where or whom the resume should be sent.
12. If possible include your firm’s logo or forward your firm’s logo to kgerhardt@tloma.com and she will upload to website.
13. Insert location and job type.
14. If you cut and paste from different word documents, ensure the finished document is “clean” and the formatting is consistent throughout.