

[craigslist](#) > [about](#) > posting guidelines

In general... Start by clicking on "post a classified listing" in the upper left corner of the homepage, then choose a general category from the following page (e.g. "job" or "housing"). You'll end up on a posting form designed to collect the information necessary to construct your posting.

The **subject line** of your posting will print on our web index pages and in our subscribers inboxes. This is one line that should convey the gist of your ad. People browsing the site will choose whether to view your posting based on the quality of your title.

The contents:

- Think carefully about whether you want to broadcast your phone number, lots of folks find the response is overwhelming and their phone rings off the hook.
- Remember that you're writing for an audience of up to a few thousand folks. Just keep it conversational, simple, and short.
- Job posters, please mention the geographic location of the job when possible.
- If you're selling something, **tell people more or less where you live**, that'll make life easier for you and whoever might want to buy.
- If you're posting an apartment or room for rent you may want to provide the cross streets and city in the neighborhood map fields. This will create a link on your posting to a map of your neighborhood. Often people are not familiar with the area or are looking to move to specific neighborhood, providing this information will help folks out a lot.

Our fees: We only charge for job postings in the San Francisco Bay Area (\$75), New York (\$25), and Los Angeles (\$25). If jobs are posted in multiple categories, each post is charged the fee for the relevant city.

There are no fees for any other kinds of postings.

Edits and deletions: [Here are the details](#), too much for this page!

Length of time a posting will be on our site: [Click here](#) to see how long postings remain on our site.

Posting jobs: Usually you'll want to **tell the reader where the job is**, probably the city itself, unless that would be telling too much.

On the bottom of the job posting page, we've supplied a few check boxes to make people aware of any special considerations that you may have. For example, sometimes it's ok for recruiters to contact you directly regarding your job opportunities. If so, check the box that says: **Direct contact by recruiters is ok.**

Sometimes, you only want to be contacted by job seekers directly, and in that case you'll check the box that says: **We'd like only job seekers to contact us** or maybe the traditional **Principals only.**

You might even want to add something in your posting to the effect that recruiters refrain from contacting you, by email, phone, or whatever.

Please only post in the geographic region that is appropriate to your job. (or the site that is the closest) In general, we'd like to support the local

area as much as possible.

We've also supplied some checkboxes that will allow you to let people know if your position is a permanent, part-time, or contract opportunity, and maybe if telecommuting is an option.

Please, **only one job per posting**.