**Internship Description General Template**

**I. Details**

1. **Title of Internship**

Examples: Marketing Intern or Research Intern

1. **Location**

City and State

1. **Full or Part-Time**

Most internships are part-time during the school year and part- or full-time in the summer (e.g. 20h/week)

1. **End and Start Date**

For the summer, determine when students are likely to be available.

1. **Compensation**

Paid ($/h) or unpaid; stipend-basis; housing provided or not

**II. Description**

Describe what your company or organization focuses on. You can also include your mission statement here. Also give a brief 1 – 2 sentence overview of what the intern will do. In your description, you might also mention who will supervise the intern. Remember, this is your chance to sell the position and your company and you want to get students excited about working there! If this is an unpaid internship, it will be even more important that you get students excited about wanting to take an unpaid opportunity.

Example:

Do you want to learn more about healthcare marketing? HealthMarket is a growing marketing research firm serving the healthcare industry. In fact, we’ve grown by 257% in the last year alone! Founded in 1999, our company focuses on… Our mission is to offer the best research and marketing capabilities for small to medium sized hospitals… We offer a paid internship… etc.

1. **What You Will Learn**

This section outlines what the intern will learn during the internship.

Examples:

* How to create a long term social media plan and marketing calendar
* Relationship building with our online community by maintaining Facebook and other media accounts
* How to create compelling content that will be shared by influencers
* Etc.

1. **Your Responsibilities**

This section describes projects or other tasks which the intern will do.

Examples:

* Research trends in healthcare
* Assist other staff with presentations for clients
* Participate in team meetings and brainstorming sessions
* Etc.

If a student/applicant has a specific set of skills or interests, it may be wise to build some flexibility into the responsibilities.

1. **Your Qualifications**

List things that you’d like to see in an intern. It is best to state “prefer” rather than “require” when possible.

Examples:

* Prefer sophomore or junior, but will consider other class levels
* Pursuing BA in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable, fill in preferred majors/minors; fields of study)
* An interest in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(fill in any job-related interests)
* Prefer GPA of \_\_\_ or higher
* Excellent written, oral, and communication/presentation skills
* Etc.

1. **How to Apply**

Please specify how you would like to receive applications.

For example, applications can be received:

1. Directly through your website (if posted there)
2. Via email to your company directly
3. Via email to Rev1 (larissa@rev1ventures.com)

Please also indicate if you would like to receive additional application material such as letters of recommendation or sample writings. Standard applications will include a resume and cover letter.