**Internship Template**

**Company Name:**

**Company Contact Name:**

**Email:**

**Phone Number:**

**Position Location:**

**Position Title:**

**Position Salary:**

**Number of hours a week:**

**Desired Start Date:**

**Position Duration:**

**Job Description:**

**Company Overview: Describe your company, including industry as well as types of products/services provided**

**Position responsibilities: Bullet point description of all the key activities that the student will be responsible for.**

Eg:

* Identify…target customers….using…
* Build campaigns….using…..that combine
* Schedule….
* Develop….
* Manage….

**Candidate Qualifications: Bullet point description of key knowledge and skills you expect the student to have, including class level, major, work authorization; preferred graduation date; minimum GPA as appropriate**

Eg:

* Rising junior majoring in Marketing with a minimum GPA of 2.75
* X+ years of experience
* Data driven individual with experience (academic or professional) in analytical software such as Microsoft Excel or Tableau.
* Basic understanding of…… (software or industry trends or tools or machinery)
* Innovative, creative individual who is unafraid to take risks, ask difficult questions and challenge the status quo.

**Your key learnings from this project: Bullet point description of the key takeaways for our students from this role, that will enhance their career.**

Eg:

* Be a part of… (our company and its USP)
* Gain experience of (Software/machinery)
* Chance to interact with (Company executives/cross functional teams Industry leaders etc.)

**Anything else you wish candidates to know**