

# Sample: Internship Job Description

## ABC Company

500 W University. Ave.  
City, State 12345

Division/department  
name and location.

Paydirt Pete, Director of ABC Company

Ph. (123) 456-7890

Supervisor's name,  
title, and contact  
information.

## Job Title: Marketing Intern

Part-time. 19 hours per week.

Compensation: \$15.00/hr

Relevant position title,  
compensation, and  
hourly schedule.

**Company Profile:** Insert short company profile. 3-5 sentences.

A brief overview of the  
organization's services  
and mission.

## Job Description:

XYZ Company is looking for a qualified intern to join our marketing/advertising team who can participate in various stages of print and online marketing campaigns. This intern will finish the internship having gained broad experience in various aspects of marketing.

## Responsibilities:

- Assist in the creation of signage, circulars, mock ups, e-mail campaigns, online promotion, etc.
- Assist in the distribution or delivery of marketing and materials
- List **essential technical skills**

Outline the intern's  
division placement and  
professional  
development outcomes.

List primary  
responsibilities and  
special projects.

## Learning Outcomes:

- Identify and define the common business terminology used at the worksite
- Apply marketing concepts to problems and issues within the industry
- Understanding the management of the marketing process

Provide learning  
objectives for goals.

## Candidate Qualifications:

ABC Company is looking for an  
**undergraduate** student who is **majoring** in  
Sales, Marketing or Advertising or  
equivalent degree

Specify the majors,  
classification, and other  
requirements..

## Requirements:

- Excellent verbal and written communication skills
- Knowledge of Web and social media, excel
- GPA: 3.0/4.0 or above
- Sophomore/junior enrolled full-time in an accredited university
- Work authorization and sponsorship eligibility

## Application Instructions:

Submit resume and three references in Handshake.

Specify application  
instructions and  
materials.