

[Sample] Internship Opportunity

Internship Title: _____ Tracking No.: _____

Number of Positions: _____ No. of Months: _____

Application Closing Date: _____ Date Submitted: _____

Target Starting Date: _____ Date Posted: _____

Company: [About your business]

Job Description: [What is your need? what will the intern be doing?]

Preferred Work Schedule: Proposed Compensation (if any):

Skills Required: [List necessary or desired skills, experience, etc.]

Opportunities for Learning: [What will the student be learning? Include special software, equipment, etc.]

Description of Work Environment: [Hours, dress code, high stress/relaxed, highly supervised/self-directed]

Desired Education Level:

Anyone Qualified College Student Graduate Student

High School Student College Graduate Adult

Is a Youth Development Program applicant acceptable? Yes No

Apply to: [contact person, preferred method of contact]