How to Create an Effective Internship Description

Concise, detailed postings will lead to more interested, qualified applicants. Your internship position description should include the following information:

Organization Profile/Position Overview

Describe your company/organization and internship position with as much detail as possible. You want to depict the environment and illustrate the position as best you can to give the student an accurate idea of what they will be experiencing. This will also help the student to decide if she/he can picture her/himself within your organization, industry and internship position.

Students are excited to work hard and create results, but also desire an internship that will aid them in their long-term professional development. Students are attracted to companies that care about creating a stellar internship experience for them. Their perception of your organization and their enthusiasm about the opportunity starts with your internship description.

Please provide your location here. This need not be an exact address; the name of a neighborhood, or suburb such as Richardson, Uptown, or Frisco will suffice.

Intern Responsibilities and Learning Objectives

- Day-to-day duties and tasks
- List specific responsibilities, especially those connected to the science, programming and/or graphics professions you are seeking
- List two or three learning objectives that describe what the student should expect to learn through this internship. For example, "The ideal candidate will learn to write compelling online content," and "Interns will gain experience in project and event management, public relations, and event logistics."

Internship Benefits

- Describe the mentoring and training the intern will receive. Please note, ongoing mentoring and training are key elements of all internships.

- If the intern will participate in company meetings, networking events or professional organizations, state that here. Students crave internships that will allow them to connect with professionals from whom they can learn.
- Compensation (hourly rate, stipend, commission)
- If you have specific internship timeline information, such as total length of the internship and desired hours, state that here.

Intern Requirements

- Be as specific as you need to be, however, if you're open to different majors and backgrounds state that as well.
- Degree or field of study
- Years of experience – Some students shy away from applying to internships that require experience because they aren't sure if their experience applies. Many internships do not require previous experience; if this is true for your organization, state it.
- Skills and abilities
- Computer applications/software experience necessary-If so, list which required ones

Application Procedure

- Please provide contact information (email address, website, etc.) along with the name and title of the person to whom students should submit their resumes. If you prefer that students apply directly via a website please provide its address along with any further instructions that may be needed (e.g., job number or title, category, etc.)
- List any additional materials you would like to receive long with resumes. For example, you may want to see some writing or design samples, or a cover letter.
- **Provide a reasonable submission deadline – at least one month after posting date .**

  Your position description will be reviewed before it is placed on the internship website. Under typical circumstances, once your internship has been approved for posting, it will be placed on the website within several days. All internship related materials sent to us are kept for our records, as well as for prospective students to view.