[Insert Logo]

Internship Job Title (ie Digital Marketing MBA Intern)

Summer 2021 – Organization Name

**Overview**

In this section describe what the intern will do at a high level. What types of work can they expect, what will their impact be, and why should they apply to your organization? What’s the culture like? Will the intern be 100% remote all summer?

**Specific Duties**

Describe what the intern will be working on. All internships must be project based with a clear beginning and end. The intern may take on one project. Interesting and MBA-knowledge based projects usually investigate a problem, research and collect data, seek feedback on recommendations, and then implement or set the organization up to implement a solution. There is room for variance. Describe the deliverable(s) the intern will complete by the end of their internship. Are the hours flexible within a certain range or will it be 9-5 every day?

If applicable: what additional development will the intern be able to access? For example attend staff meetings, network with leadership, present findings to senior leadership team, etc.

**Supervision Received**

This position will report directly to X and will work closely with X.

This internship is paid $18.00/hour and is 40 hours/week for 10 weeks.

**Desired Knowledge, Skills, Abilities**

* List out the desired technical, soft skills, and concepts the intern will need to have for this internship. Examples:
* Interest in nonprofits and….
* Strong written and oral communication skills
* Ability to conduct interviews and benchmarking studies
* Data collection and analysis
* Capacity to….
* Fundamental understanding of economics
* Evidence of project coordination and ability to work independently

**About [Name of Organization]**

This section can be cut and pasted from current literature. A brief overview of the organization can be helpful for candidates.

In addition to a resume, address cover letter to:

Name

Title - Organization

Street

City, OR 97###

Apply on Handshake by Friday, March 26 by 5pm.