Template for Writing Internship Descriptions

About the Organization
Give students a sense of your organization’s identity. What does your organization value and what products/services does it provide.
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_____________________________________________________________________________________

Position Summary
Tell the student how this internship serves the organization and what the student can expect to learn. This statement of purpose is analogous to a mission statement. It drives the development of the specific things the intern will do.
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Specific Responsibilities
This section identifies projects and daily tasks that the intern will deliver.
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Qualifications
What hard and soft skills would you like the intern to bring to the job. Consider dividing into required and preferred.
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Center for Experiential Learning & Career Success
TRINITY UNIVERSITY