

Template for Writing Internship Descriptions

About the Organization

Give students a sense of your organization's identity. What products/services does it provide and what are its values?

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.

Specific Responsibilities

This section identifies projects and daily tasks that the intern will deliver.

Qualifications

What technical and interpersonal skills would you like the intern to bring to the job. Consider dividing into required and preferred.



Center for Experiential Learning & Career Success

TRINITY UNIVERSITY