



Writing an Internship Description

Use positive, engaging language and highlight the qualities that make your company unique. Consult [sample intern descriptions by industry](#) found on Indeed & Glassdoor.

Position Title: (Include the word **Internship** and a searchable career area)

Organization Profile: Describe the mission of your organization. Depict the company culture, values, work environment and reasons why working/interning at your company would be ideal. Does your company have a policy on [Diversity, Equity and Inclusion](#)? Help the student see themselves as part of achieving your goals. Handshake offers [these tips](#) for writing inclusive internship job descriptions.

Internship Overview: What are your goals for the internship? Is there potential for future employment? Students are excited to work hard and create results, but they also want opportunities that will aid them in their long-term professional development. Mention specific skill development and practice as well as professional relationship building. Provide your location in this section, as well as the hours, duration and rate of pay for the internship.

Job Description: Provide a clear, specific picture of what the intern will do, including major projects and deliverables.

- What might a typical day look like? (A mix of office work and field work? Travel?)
- What specific projects will they help with as part of a team?
- What tasks will they be given responsibility for?

A clear plan is important, but once you hire the intern, the exact details of the work can be negotiated based on company needs and student interest. Internships can evolve and change as they progress as long as both parties agree. We recommend no more than 25% clerical work.

Learning Objectives: Describe what the student should expect to learn through this internship. For example:

- *Interns will practice and learn to write compelling online content*
- *Interns will gain experience in project and event management, public relations, and event logistics*

Intern Qualifications: If you're open to different majors and backgrounds, state that here. Distinguish between requirements for the role and preferences. Will you train the enthusiastic candidate?

- Degree or field of study you require/prefer.
- Areas of interest or experience (This can be general or very specific.)
- Skills needed or helpful (ability to relate to people, compassion, attention to detail, driver's license)
- [Career competencies](#) (critical thinking, leadership, communication, teamwork)
- Computer/technology experience necessary



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Internship Benefits: Offering incentives can increase your applicant pool and provide added support. Examples include a stipend (a fixed sum of money paid periodically to defray costs of housing, food, and transportation), specific skill training, networking or mentorship opportunities, or other vouchers/perks (e.g. meals in the company cafeteria, bus passes, company gym memberships, etc.)

If the internship is unpaid, refer to the national standards on [Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act](#)

Application Procedure: 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 along with resumes (a cover letter, writing sample, website, design project, etc.).
- Provide a reasonable submission deadline—at least one month after posting date.

Resources for Employers:

- [Sample intern descriptions by industry](#) found on Indeed & Glassdoor
- [Diversity, Equity & Inclusion](#)
- [Recruiting at UVM](#)
- [Micro-internships](#)- Short-term, paid, professional projects that can take place year-round, typically ranging from 5 to 40 hours of work, and are due between one week and one month after kick-off. Managed by [Parker-Dewey](#).