



Writing an Internship Description

Internship applicants are interested in applying their skills to further the goals of your business while gaining critical on-the-job experience and building a professional network. Use positive, engaging language and highlight the qualities that make your company unique.

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?

Mention industry specific skills and professional relationships the intern will develop in the position as well as concrete work and deliverables they will be expected to accomplish. Provide your location in this section, as well as whether remote work is part of the job. List the hours, duration and rate of pay for the internship.

Job Description:

Provide a clear, specific picture of what the intern will do and accomplish

- What might a typical day look like? (A mix of office work and field work? Travel?)
- What specific projects will the intern help with as part of a team?
- What tasks/deliverables 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 in detail what the student should expect to learn and practice during this internship that builds on their academic training.

- Industry specific skills
- [Career competencies](#)

For example:

- *Intern will employ active listening, persuasion, and influencing skills.*
- *Intern will gain experience in project and event management, public relations, and event logistics.*



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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 with a seemingly unrelated major?

- Degree or field(s) 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

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 resume.

- 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 a resume (a cover letter, writing sample, website, portfolio, etc.)
- Provide a reasonable submission deadline—at least one month after posting date.

Additional Resources for Employers:

- [Recruiting at UVM](#)
- [Advancing Equity & Inclusion through your Mission, Vision & Values](#)
- [Engaging Students from Marginalized Backgrounds Early & Often](#)
- [Recruiting Strategies for a Diverse Candidate Pool](#)
- [Employing International Students](#)
- [Handshake's Tips for Writing Inclusive Internship Job Descriptions](#)
- [Micro-internships](#)- Short-term, paid, professional projects (5-40 hrs.) Managed by [Parker-Dewey](#).
- [Sample intern descriptions by industry](#) offered by Chegg Internships.