Company name is looking for an **[Job title] Intern**

**What you’ll be doing**

High level summary of the role including an overview of the intern’s role, who the intern will report to or shadow, what type of skills and experience they’ll gain and how the intern will be supported in their learning. In larger firms, some information about the department the role sits within would be helpful.

**A day in your life might include…**

* Bullet pointed list of the intern’s main responsibilities
* Focus more on broad responsibilities than specific tasks
* What work or results will they be accountable for?
* Aim for 6 – 10 concise bullet points in this section

**Firstly, a bit about us**

Brief description of your organisation, such as what markets they operate in, products and services offered, mission statement, culture and values etc.

**What we need from you**

* List the job’s commitment expectations, such as the following:
* How long the internship will last for
* Full-time or part-time
* Hours
* Location
* Any special requirements such as overtime, travel, evening/weekend work etc

**What you’ll bring to the team**

* Bullet pointed list of any skills, experience and qualifications successful interns will need, for example — *‘Currently studying towards a marketing, media or communications degree’*
* As internships are generally entry-level, you can also focus on soft skills and personal qualities here, for example — *‘A self-starter who’s interested in all things digital and is up to date with current trends and opportunities’*
* Don’t ask for anything that discriminates against personal traits, such as age or sex

**Sound exciting? Get in touch today!**

Write a call-to-action to encourage readers to apply for the job, telling them who to contact and how — including the email address of the recruiter or hiring manager.

You should also let them know what you expect of them, whether that’s a traditional CV and cover letter, or that they’ll need to complete a short task or activity to be considered.