

INTERN JOB DESCRIPTION TEMPLATE



INTERNSHIP OVERVIEW			
INTERNSHIP TITLE			
COMPANY		LOCATION	
START DATE		END DATE	
% EFFORT or WEEKLY HOURS		COMPENSATION	
POSITION DETAILS			
RESPONSIBILITIES			
WHAT WILL BE LEARNED			
QUALIFICATIONS			
PREFERRED CLASS LEVEL		MAJORS/ MINORS fields of study	
BENEFICIAL JOB-RELATED INTERESTS		PREFERRED GPA	
PREFERRED SKILLS			
OTHER			
APPLICATION PROCESS			
APPLICATION REQUIREMENTS	deadline, resume, cover letter, references, samples, application form, etc.		
SUBMISSION PROCESS	online form, email, mail, etc.		

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.