

Job Description

Name of Company: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Description of Company: _____

Contact Person for Interview: _____ Title: _____

Contact Person's Phone #: _____

Contact Person's Email: _____

Job Title of Intern: _____ Department/Area: _____

Location of Internship (if different from the above mailing address):

Specific Responsibilities: _____

Specific Skills Required (i.e. computer, accounting, math, telephone, etc.) _____

Normal Workday Hours for Intern: _____

Estimated Weekly Hours Requested for Intern: _____

Corporate Climate/Dress Code: _____

Other requirements/information for the position

(i.e. drug test, math test, continued employment into next school year, etc.):
