Sample Internship Posting

Department Name:

Internship Title:

Location:

Description of Organization:
Consider including:
- Industry and type of company within that industry
- Company size (total and/or size of this office)
- What is the service you provide
- Who are the clients

Position Description:
The following are examples from other internship postings
Interns will:
- Analyze potential investments
- Shadow team members on conference calls and in meetings
- Compile and distribute notes from meetings

Exposure to course(s) in ________ is desirable
For a list of majors see http://admissions.vanderbilt.edu/major

Internship Period:
The following are examples from other internship postings
Flexible. 6-8 weeks at 30-40 hours per week, or 8-10 weeks at 20-30 hours per week. This can be determined during the interview process.

Desired start date:
Internship will last until:
This could be a date, the completion of a project, or a decision to be made later.

Compensation:
This position is a (paid) internship

To Apply:
Please submit the following materials:
(Resume, cover letter, transcript, writing or work sample...)

Contact:
(Optional) Call or e-mail __________ to learn more about the position.