**Intern Job Description Template**

**University Career Services – UNC-CH**

**[Company Name]** Internship Opportunity: [Internship Title]

**About Us:** [Company Name] is a [brief description of your company's mission, values, and industry]. We are excited to offer an internship opportunity for a motivated college student who is eager to gain hands-on experience and contribute to our dynamic team.

**Position Overview:** We are seeking a passionate and driven intern to join our [department/team name] team. As an intern, you will have the opportunity to [describe key tasks and responsibilities of the internship role]. You will work closely with our [mention relevant team members or departments] to [mention any specific projects, tasks, or goals].

**Key Responsibilities:**

* Assist with [specific tasks or projects related to the internship role].
* Conduct [research, analysis, or any other relevant tasks].
* Collaborate with cross-functional teams to [achieve specific outcomes].
* Participate in [meetings, workshops, training sessions, etc.] to enhance your skills and knowledge.
* Provide support in [additional tasks or responsibilities related to the internship role].

**Qualifications:**

* Currently enrolled in a [relevant degree program, e.g., Business, Engineering, Marketing, etc.] at an accredited college or university.
* Strong [mention specific skills or attributes, e.g., communication, problem-solving, time management, etc.].
* Proficiency in [mention relevant tools or software, e.g., Microsoft Office, Adobe Creative Suite, etc.].
* [Any additional qualifications or preferences, e.g., experience with specific programming languages, familiarity with industry trends, etc.].

**Benefits:**

* Gain practical experience in [mention key aspects or skills relevant to the role].
* Work closely with experienced professionals and learn from their expertise.
* Develop a deeper understanding of [mention industry or specific field].
* Network and build connections within the [industry/field] community.
* Flexible [mention any flexible working arrangements, e.g., work hours, remote options, etc.].

**Duration and Compensation:**

* This internship will be [mention duration, e.g., 10 weeks, full-time during the summer semester].
* Compensation: [Specify whether the internship is paid, unpaid, or includes other benefits, e.g., stipend, travel allowance, etc.].

**Application Process:** Interested candidates are invited to submit their:

* Resume highlighting relevant coursework, experiences, and skills.
* Cover letter explaining their interest in the internship and what they hope to gain from the experience.

Please send your application to [contact email or application link] by [application deadline].

We look forward to welcoming a dedicated intern to our team and providing a valuable learning experience. Join us at [Company Name] and make an impact!

*Note: Customize the template by filling in the bracketed sections with specific details about your company, the internship role, qualifications, and other relevant information.*