

## INTERNSHIP POSITION DESCRIPTION

**Company Name:** \_\_\_\_\_

<b>Internship Title:</b>		<b>Internship Category:</b>	
<b>Company Address:</b>		<b>Company Telephone:</b>	
<b>Level:</b>		<b>Position Type:</b>	INTERN
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>HR Phone:</b>		<b>Posting Expires:</b>	
<b>Start Date:</b>		<b>End Date:</b>	
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b>		<b>MAIL:</b>	
Subject Line:			
<b>Attention:</b>			
<b>Internship Description including hours and days</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	

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