



American
University
Career Center

Internship Program

Job Description Form

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Company Description: _____

Job Title: _____ Student Name (if applicable): _____

Qualifications: _____

Job Description: _____

What work samples will the student have to add to his portfolio at the end of this internship: _____

PERCENTAGE OF CLERICAL OR ADMINISTRATIVE WORK _____%

Job Location (if different from company address): _____

How to Apply: Resume Writing Sample Cover Letter Other _____

Preferred Degree Level: Undergraduate Graduate Either

Wage/Salary: Hourly (\$ /hr) Stipend (\$ /) Unpaid International Currency

Days/hours per week: _____ Duration of job: _____

Number of Openings: _____ Start date: _____ When to apply: _____

Contact/Supervisor Name: Mr. Ms.

Title: _____ Division: _____

Phone: () _____ - _____ ext. _____ Fax: () _____ - _____

E-mail: _____ Company Website (if applicable): _____