

Sample Job Description – Informal Style

Job Title: Marketing Consultant Intern

Sunshine Marketing Company; Avery Point, CT; Paid Internship

(List the Name of the Company, Location of the Position; Full-time or Internship Role, Paid Position)



(Add a picture ... visuals catch attention and can be included in the job postings)

Do you enjoy turning an idea into a reality? Are you passionate about utilizing data analytics to provide insight as to how our company can best market our new products? Does your working style include working with teams of high energy, super talented people who bring out the best in each other? Then this is the place for you ...

(This first paragraph is what students will see when viewing your job description – grab their interest early and save the legal notices for later in the document)

What skills do I need to be considered for the role?

- **Complex Problem Solving** — Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking** — Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Undergraduate students working toward a degree in business (Marketing, Finance, Economics, etc.)**

(List the top skills that you are seeking – you can add as many as you require)

How can I set myself apart from other candidates?

Tell us about your experience in a cover letter that shows us that you know who we are and why you are interested in our organization.

(Let the students know what will make them a strong candidate)

How do I apply for the role?

(You can advise students to apply through HuskyCareerLink, through your website, or provide an email address to collect resumes.)

More about our company ... insert the rest of your job description at the end so that you provide all the necessary information after you have intrigued them enough to keep reading.