

Internship Program – Job Description Template

Company name:	
Intern job title:	
Brief overview of the	
company:	
Internship description:	
Educational requirements:	
Skills desired:	
Time period:	
Work schedule: (Minimum	
number of hours or days	
per week):	
Position is paid / unpaid:	
Subordinate to:	
Duties and	
Responsibilities:	•
	•
	•

Company/Firm Authority:	
Name /Surname:	Signature:
Date:	