

Guidelines for Internship Description for Website

In about 60-80 words, please summarize the following:

1. For whom? Provide enough information so readers can understand what this organization does. If it is a well-known organization, you may not need much. If no one knows who they are or what they do, it will likely need a bit more explanation.
2. What did you do there? What was the core of your internship, whether it was a particular project or set of duties?
3. What were the outcomes? Was there a particular accomplishment that you were proud of or that benefited the organization? Please write this in the third person and in the past tense (e.g., "Bob was responsible for..." rather than "I am responsible for...").

See examples by clicking on the link to the "Project-based Internships" page on the Business Scholars Program website.