

Internship Sample
Art/Graphic Design Intern Job Description

Art/ Graphic Design Intern (Interview Magazine)

Description:

We are looking for bright and creative interns to work with our high caliber Art Department. The position will offer the right candidate invaluable art/design experience at a well-established, well-reputed magazine. We would prefer a full-time intern, as we have a small staff and therefore rely on our interns to perform a variety of tasks relating to the creative development of each issue. Image scanning, maintaining art files, and basic design duties (relative to experience). If full-time is not possible, we will take part-time interns who would be able to commit to at least three days a week.

- Graphic Design majors/other majors welcome to apply
- Proficient in Photoshop and InDesign
- Academic credit available
- Minimum availability of 2-3 days per week

Email Example

Subject: Graphic Design Internship Position

Dear Mr. James:

I am currently finishing my freshman year at Northeastern University where I am pursuing a degree in graphic design. I recently found the Graphic Design Internship position that is available at your company on Husky Career Link. As a graphic design student, I have developed strong design and page layout skills in addition to a solid base of HTML and Photoshop knowledge. I am eager to gain hands-on experience in the field before I begin co-op next year.

In addition to my graphic design background, I have also developed strong customer service skills through working at the Gap. My supervisor would support this as well as tell you that I am responsible, motivated, and a quick learner. For example, one customer recently went out of his way to speak with my manager about my excellent customer service skills. These personal characteristics will serve me well as I develop professional experience.

I have enclosed my resume for review. Thank you for your time and consideration and I hope to hear from you soon.

Sincerely,
Gottado Something