

## **Tips for Writing a Job or Internship Description**

If you have a full- or part-time position you are looking to fill, or an internship project for which you would like to recruit, include the following information:

- Name and background of your organization, agency and/or department
- Web address
- Title
- Responsibilities and tasks (describe what the person will be doing)
- Qualifications and requirements (describe the skills, experience, education, and interests you are looking for)
- Salary range
- Instructions for candidates on how to apply (resume and cover letter via email, fax and/or mail; contact name and information)

For internships, also include:

- Time frame (number of hours per week; length of internship)
- Salary range (if any)