**Internship Posting Templates**

We have attached an assortment of prior Leva internship descriptions below. They cover mostly marketing and business development internships but can be easily adapted to fit other roles. Don’t hesitate to reach out to [rider@levawork.com](mailto:rider@levawork.com) with any questions.

**Example 1:**

Business Development Intern

**Summary of Position:**

[Company Name] is looking for a hungry and ambitious intern eager to help our business grow. This intern will be working closely with our [team/department], to identify increased use-cases for our [Company Offering].

To be successful as an intern you should be intuitive, thorough, and comfortable working independently. You should be willing to help with any tasks assigned to you by a supervisor and should be confident in your ability to take direction and run with an idea. You will have a meaningful role in helping us grow the impact of our platform across the globe.

**Responsibilities/Details of the Project:**

* Assist in information gathering and research around potential platform use cases
* Creating lists of qualified, potential clients
* Reach out to potential clients to better understand their pains and priorities
* Assist in creating pricing models for existing, and new products
* Build and segment email lists
* Fulfill any other tasks requested by other team members

**Qualifications:**

* Eager to grow professionally and work with a fast-paced team
* Excellent verbal and written communication skills
* Enjoy maintaining organization and is obsessed with details
* Proficient at Microsoft excel (actually.)
* Ability to multitask and work independently and collaboratively with a small team

**Example 2:**

Marketing and Business Development Intern

Marketing and outreach are key components of business at [Company Name], and our summer intern will be a crucial part of helping us grow as a company and build out [Area of Company]. We are seeking an intern who is passionate about social entrepreneurship and eager to work with a growing early stage startup.

The Marketing and Business Development Intern will work closely with our sales and marketing team to help grow our networks of users. Our intern will have the opportunity to work closely with the founding team, sit in on sales calls, and get a great experience working with a fast-growing startup. Our ideal candidate is scrappy, a creative thinker, and has strong written and communication skills.

**Key responsibilities**

* Assist in developing a strong marketing and sales strategy to grow our user base
* Get creative with ways to grow the business, including reaching out to potential partners, finding storytelling opportunities (podcasts, bloggers, etc.), and possibly hosting virtual events with speakers

**Qualifications & requirements**

* Strong verbal and written communication skills
* Self-starter that can take initiative, work collaboratively, and self-manage
* Strong excel and powerpoint skills

**Example 3:**

Marketing Intern

**Who we are**

[Company Name] is a NYC based [Type of Company]. [Company Name] was founded in [Year] in an effort to help [Mission].

[Company Mission and overview of operations and value]

**Position overview**

This is a full time summer internship (remote) working with the [team] on [broad goal of internship]

We are looking for a current university student who’s excited about entrepreneurship, joining a [type of startup], and building [goal aligned with company mission]!

Key focus of the internship is around partnership strategy, research and design around programming, and marketing projects including content, social and PR.

This is an opportunity for someone to get more familiar with how an [type of Company] operates and to get more familiar with [industry]. It’s also an opportunity for someone interested in both VC and entrepreneurship to get a behind the scenes look at both sides of the innovation landscape.

**Responsibilities:**

* Research and outreach to potential strategic partners, including corporates, and venture capital firms
* Managing marketing initiatives including keeping content calendar up-to-date, research topics of blogs and other content, and some light social media management
* Refining business model and future revenue opportunities

**Example 4:**

Sales and Marketing Intern

[Company] is an [HQ City]-based incubator focused on testing, launching, and operating unique businesses. Sales and Marketing are core components of each business at [Company], and our summer intern will be a crucial part of helping us grow as a company and generate new sales for our portfolio. We are seeking an intern who is passionate about entrepreneurship and eager to work with fast-growing startups.

The Sales and Marketing Intern will work closely with our teams to grow our [area of internship]. Our intern will have the opportunity to be a contributing member of our small team by leading projects, hands-on selling, and exploring new business models and ideas. Our ideal candidate is a hard worker, a creative thinker, has strong written and communication skills, and a desire for tangible sales experience.

**Key Responsibilities**

* Assist in developing strong sales and marketing strategies
* Implement sales and marketing strategies
* Research market and identify potential growth opportunities
* Ensure Customer Satisfaction

**Qualifications & Requirements**

* Strong interest in working with high growth startups
* Strong verbal and written communication skills
* Self-starter that can take initiative, work collaboratively, and self-manage
* Strong Excel and Powerpoint skills

**Example 5:**

Private Equity Intern

**Private Equity Intern**

[Company] is a [type of Company] focused on [Company focus]. [Company mission]. [Company] is unique in both its focus and operational team. Both cross-marketing and operational synergies are a differentiator with other [type of Company].

[Company] is currently [ company news relevant to the opportunity]. Our intern will have the opportunity to be a contributing member of our small team by assisting with projects, evaluating deals, and assisting with [type of projects]. Our ideal candidate is a hard worker, a creative thinker, has strong written and communication skills, and a desire to experience how a new fund is developed.

**Qualifications & Requirements**

* Strong interest in working with high growth startups
* Strong verbal and written communication skills
* Self-starter that can take initiative, work collaboratively, and self-manage
* Strong Excel and Powerpoint skills