

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 NU Careers. 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

Sample Entry Level Position Pharmaceutical Research Associate, Discovery Pharma

Key Accountabilities/Responsibilities:

- **Monitor clinical trials** at agreed intervals by regular visits, telephone conversations and correspondence
- **Co-ordinate the supply of clinical trial** materials (drugs, equipment etc.) in order to expedite the initiation of patient recruitment
- **Compile necessary trial documentation** for submission to ethics committees
- **Negotiate** and **document** financial agreements accordingly and co-ordinate timely payments to sites
- **Facilitate** and **optimize** recruitment of subjects to meet agreed targets and timelines
- **Ensure CRF data is of high quality** at all centers directly monitored and is finalized in required timelines
- **Ensure** all trial **documentation is complete** and **thorough** in house and at investigator site
- **Ensure** that all department **documents** and **databases are kept up to date** with trial information as required and local and international colleagues are updated as requested
- Ensure that **data queries raised are resolved** with site staff within agreed timelines
- **Maintain good communication** and working relationships with investigators, other site staff, overseas colleagues, external customers and other GSK staff
- Involvement in the regular review of procedures and practices involved in **planning, set-up, monitoring and coordinating clinical trials**

Qualifications / Experience:

- A Bachelor Degree in Science or a related discipline
- High level of **written** and **verbal communication skills**
- **Previous CRA experience** is essential
- Well-developed **interpersonal skills**; including the ability to competently liaise with and feedback to internal and external customers regarding project issues and company decisions
- **Attention to detail** and ability to work to **achieve** required **timelines**
- **Project Management** skills, ability to **negotiate** and motivate others

Austin T. Duggen

646-123-1234 | Atduggen12@gmail.com | LinkedIn URL

Dear Ms. Brady:

I am writing in response to your advertisement for a Pharmaceutical Research Associate position posted on the Discovery Pharma website. I have **excellent academic qualifications for this position** and a **passion for** contributing to the discovery of drugs to help patients with life-threatening conditions. I am confident my prior experience coupled with my academic background and passion for pharmaceutical research make me an ideal candidate.

Throughout my tenure as a Pharmaceutical Science major at Northeastern University, I have maintained a 3.8 GPA while still being an active participant on campus. My **strong analytical skills** have enabled me to excel in my coursework and my **laboratory experience in cancer research** and other projects demonstrates my ability to test samples accurately and efficiently. I am **extremely detail oriented** and have **experience with extensive data entry**. As a Laboratory Assistant for a Biochemical Engineering professor, I **tracked and updated the clinical trial** and demographic information for over 500 patients. I am also **familiar with clinical trial regulations**, and have experience **writing and submitting that documentation**. Therefore, these skills would help me be a valuable contributor to the Discovery Pharma team.

Additionally, I have **experience running clinical trials** when I **worked as** a co-operative education student at GSK. I often **acted as a liaison** between patients, my supervisor and other constituents, answering any questions and addressing concerns regarding the trial. I am comfortable working one-on-one with patients, asking questions and having difficult conversations. At GSK, our study focused on pregnancy, specifically mothers who had miscarried; I consistently **received feedback from patients** complimenting me on my calm and kind demeanor in interviews. I also am fluent in Spanish and Portuguese and found these **language skills** to be extremely helpful when working with patients who have English as a second language. As the Pharmaceutical Research Associate for Discovery Pharma I am sure I could use my communication skills to **ensure a successful clinical trial**.

Discovery Pharma's commitment to cancer research **resonates with me** as a new scientist with a passion for pharmaceuticals and drug discovery. I would welcome the opportunity to speak to you further about the Pharmaceutical Research Associate position. Thank you and I look forward to your response.

Best,
Austin T. Duggen