



INTERN REQUEST

Please indicate the Internship Session you are hiring for:

- Spring - January – May
- Summer - May – August
- Fall - September – December

Company:	<input type="text"/>		
Contact Name:	<input type="text"/>	Title:	<input type="text"/>
Address:	<input type="text"/>	Suite/Floor:	<input type="text"/>
City/State/Zip:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>

These are paid internships at \$9.00 an hour. Please complete **ONE** Intern Request Form per position available. Please specify if needed. **Positions Available:**

- | | |
|---|---|
| <input type="checkbox"/> Ad Agency – Account Mgmt | <input type="checkbox"/> Ad Agency – Print Production/Traffic |
| <input type="checkbox"/> Ad Agency – Media | <input type="checkbox"/> Ad Agency –Broadcast Production |
| <input type="checkbox"/> Ad Agency – Account Planning | <input type="checkbox"/> Radio / Television Promotions |
| <input type="checkbox"/> Ad Agency – Creative | <input type="checkbox"/> Sales /Marketing |
| <input type="checkbox"/> Ad Agency – Interactive | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Ad Agency – Social Media | <input type="checkbox"/> Other _____ |

Please indicate your preference: junior senior or recent graduate

Please fax back to (310) 823-7325. For questions please contact Meghna Kothari at 310-823-7320 ext 24 or meghna@matprogram.org



In order to provide the best candidates to your agency, we need this background on you! Please attach a brief job description for this intern. Please provide information related to duties, qualifications desired, technical skills needed and/or desired, and a look into your agency culture.

Duties / Job Description

Qualifications / Technical Skills Needed

(Please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Adobe Acrobat |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Dreamweaver |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Quark |
| <input type="checkbox"/> Flash | <input type="checkbox"/> PC and Mac literate |
| <input type="checkbox"/> PhotoShop, Illustrator | |

Personality Traits that fit into your agency/dept. culture...