

## SAMPLE JOB DESCRIPTION

<b>Company Information</b>	
Address: Valley Digital Masters 1234 Tempe BLVD Tempe, AZ 85281	Contact: Carolina Martin C.Martin@ValleyDigitalMasters.VDMAS (480)XXX-XXXX
<b>Company Description</b>	
<p>Valley Digital Masters is a company that specializes in online marketing and website optimization. We are a team comprised of experts who get to know our clients and their needs in order to transform their digital presence in ways that will guarantee results.</p> <p>Since Valley Digital Master's establishment in 2014, we have been recognized for providing the most innovative services and competitive prices in the valley. We provide cutting edge website development, clean designs and unique strategies to maximize online visibility and profitability.</p>	
<b>Position: Intern for Marketing</b>	
<b>Job Description</b>	
<p><b>As an intern you will:</b></p> <ul style="list-style-type: none"><li>• Learn from and work with professional staff to develop strategic marketing strategies</li><li>• Conduct client intake interviews and questionnaires</li><li>• Provide client outreach and service follow-up via telephone and email communication</li><li>• Implement social media campaigns by posting and engaging with online audiences</li></ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Comfort and experience using social media platforms</li><li>• Excellent written and verbal communication skills</li><li>• Coursework and interest in digital marketing</li><li>• Intermediate proficiency in Microsoft Office Suite</li></ul> <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"><li>• Experience working with graphic design software</li></ul>	