



**Internship Model Checklist**  
**California State Polytechnic University, Pomona**  
**The Collins School of Hospitality Management**

**(Your Logo Here)**

**Company Description**

**Position Title**

**Brief Job Description (No more than two or three sentences)**

- Include specific job duties in bullet format
- etc.
- etc.
- etc.
- etc.

**Job Requirements**

- List any skills required
- List any personality traits that would be helpful

**Experience**

- List any required or preferred work experience
- Any other experience necessary to be considered for the position

**Rewards**

- Is the internship paid or unpaid
- What would be some of the benefits of working for this company?
- Why do employees enjoy working there now?
- Why will this internship be beneficial to students?
- Why should students choose your company?
  - o E.g.
  - o E.g.
  - o E.g.

**How do I apply?**

- Please send your resumes to John Doe([jdoe@yourcompany.com](mailto:jdoe@yourcompany.com))
- Include your company's e-mail address, phone number, and any other contact information.