



**Title: Financial Journalism Intern**

**Description and Responsibilities**

**Student will:**

- Research, write and edit articles based on financial data and reports on market outlook.
- Be part of a team that will create a financial document on client financial data and forecasts.
- Learn how to interpret complex financial data and translate terms into easier to read formats.
- Use graphic design software like InDesign and Illustrator to format and layout document.
- Learn about financial industry institutional investing.

**Qualifications**

- Must be a Junior/Senior.
- Must have reliable transportation.
- Washington State law requires all applicants to be 16 years of age or older.
- Must be able to or willing to pass a Federal Background Check.
- Must complete designated learning objectives set forth by employer and CSD WBL program.
- **Students are encouraged to take a 6<sup>th</sup> period exit but not required to do so.**

**Anticipated Work Schedule and Other Job Specifications:**

- Student must have flexible, before/after school schedule to complete 90 hour requirement. (Schedules will be created based on what works best for intern and mentor) February 23-June 21 (2017)
- Student interviews **February 15-February 22 (2017)**
- Internship conclusion June 21 (2017).
- **To be considered, submit the following to your school's Career Center by February 15, 2017 in a packet or portfolio.**

**Cover letter identifying**

- Why you are interested in the opportunity?
- What skills you would bring to the internship?
- What days and times you will be available to complete your 90 hours?

**Also include:**

- Resume
- Teacher Recommendation Form (available in the Career Center)
- Attendance Records