



SAMPLE COMPANY
INTERIOR DESIGN

1401 Eye Street NW, Suite 203
Washington, DC 20005
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Sampleidcompany.com
learnmore@sampleidcompany.com

10/28/2021

Van Marymount
123 Majella Way
Arlington, VA 22201

Dear Van,

We are pleased to offer you the position of Spring 2022 Planning Intern at Sample Company Interior Design. In this role, you will work directly with Emily Bernie, the Assistant Vice President of Planning and Management. You will work closely with staff and senior leadership to engage in confidential research and produce suggestions to present in relation to in-progress and future capital projects to improve the structure of our client's physical plans and infrastructures.

Please see below for more details for this position:

- Internship title: Planning Intern
- Site Supervisor: Emily Bernie, ebernie@sampleidcompany.com
- Employment Type: Internship, Part-Time
- Salary: \$15/hour
- Location: Fully in-person at 1401 Eye Street NW, Suite 203
- Start date: January 10th, 2022, end date: May 7th, 2022
- Internship hours: approximately 8 hours/per week, 120 hours total (minimum)

MAJOR DUTIES AND RESPONSIBILITIES

The Fall 2021 Planning Intern will serve in a one-semester (120 hour minimum) experience, assisting with the critical operations of the Planning Department. This position will work directly with the Assistant Vice President of Planning and Management. The intern will work closely with staff and senior leadership to engage in confidential research and produce suggestions to present in relation to in-progress and future capital projects to improve the structure of the client's physical plan and infrastructure. The intern will receive bi-weekly projects/assignments, weekly supervisor meetings, and feedback from department and company leadership. The Intern will work with the department to research topics related to infrastructure improvement and report suggestions and findings to staff and leadership. Some of the areas could include but are not limited to Energy Management, Stormwater Management, Sustainable Dining, and Maximizing Interior/Exterior Design options.

Your internship with Sample Company Interior Design will be on an at-will status. Should you accept this offer letter, please sign and return this letter no later than November 5th, 2021. If you have any questions, please feel free to contact me at (703) 284-5960. We are excited to have you on our team, and we look forward to working with you!

Kind Regards,

Joseph Saint
HR Manager