



List of Possible Intern Tasks/Projects

- Research the viability of a new program, campaign, or initiative; compile and present statistics.
- Complete a backburner project that has been bogging down permanent staff.
- Create a proposal on a potential social media strategy, evaluate various social media platforms, or come up with suggestions for how your current social media strategy might be improved.
- Critique your company's website...from a user perspective; brainstorm ideas for boosting usability.
- Propose solutions for a mid-level problem that no one has had time to address.
- Research and identify the most influential blogs in your industry. Follow them and provide weekly reports.
- Scan industry media for news items; provide regularly scheduled updates.
- Accompany employees to client, sales, or other outside meetings; have them take an observer role but ask for their input and ideas (and answer any questions) after you've left.
- Evaluate some area of IT functionality (for tech-savvy interns); ask if they see a way to improve efficiency, streamline programs, or cut costs.
- Take responsibility for some regular task. Even if it's as simple as taking, and placing, the weekly supply order, it will demonstrate follow-through and an ability to take ownership.
- Prepare a budget.
- Create support materials, such as charts, graphs, or other visuals.
- Plan and coordinate an event or meeting.
- Generate a marketing plan, financial forecast, or other report.
- Produce a video or slide presentation.
- Perform a study or survey; analyze and present results.
- Write internal communications.
- Compile employee manuals or develop process directions for tasks with high employee turnover.
- Source goods or search for lower-cost sources for high-volume materials.
- Clean up a database.
- Serve as a liaison between the company and clients or vendors (freeing up staff members to communicate on only more crucial issues).
- Aid in the modification or enhancement of your internship program.
- Help screen and train replacement interns prior to departure.