



## I N T E R N S H I P S

°Fahrenheit Creative Group, a successful mid-Michigan based advertising agency, is currently seeking qualified applicants for two internship categories.

### **Administrative Internship**

The administrative internship is available to all advertising students. Administrative interns are involved in a variety of different day-to-day agency business activities, including:

- Researching new business opportunities
- General office duties associated with executing account strategies
- Follow-up and coordination with current client projects
- Overall administrative assistance
- Weekly production meetings
- Search engine marketing reports and analysis
- Participation in creative brainstorming sessions
- Bid and proposal research

Potential applicants must be outgoing, energetic, detail-oriented and willing to complete any and all necessary tasks. Professionalism and general computer proficiency are a must. Our internship offering is for one semester, unpaid and requires a minimum of 15 hours of work each week.

### **New Business Internship**

The new business internship is available to students on the account management track only. One or two uniquely qualified individuals will help Fahrenheit's partners develop new business accounts. This internship pays commission on receipts from the accounts originated. Fahrenheit will provide training and help identify specific prospects within the marketplace.

Qualified applicants must 1) have excellent phone skills, 2) be compelling presenters, 3) possess a high degree of professionalism and present themselves well to potential clients, and 4) have reliable transportation. Clearly, this position could lead to long-term employment with Fahrenheit.

### **How to Apply**

Please clearly identify which internship you are applying for within your cover letter. Submit your resume by email or mail to:

Erin McManus  
Internship Coordinator  
[erin@fahrenheitcreative.com](mailto:erin@fahrenheitcreative.com)

Fahrenheit Creative Group  
3695 Okemos Road, Suite 100  
Okemos, MI 48864  
<http://www.fahrenheitcreative.com>