



# INITIAL EMAIL TO INTERESTED INTERNS

Hello,

Thank you for your interest in The JDK Group! I wanted to reach out and give you a little more information about the unpaid internships we offer here.

Our unpaid internship program is a robust, educational internship, generally geared towards students looking to earn college credit. We also accept applications for the internship from individuals that are just looking to further their education and experience. We're looking for a group of talented interns for the upcoming Fall season.

We have a 24 hour per week minimum time requirement for our interns. This amount of time will help make sure that you will have adequate time to learn relevant skills related to your career path. The internship is also a 3-month commitment. In your time with us, we like to tailor your internship to not only meet our business goals, but also give you the experience you are looking to add to your portfolio, so feel free to let us know if there are specific projects you are looking to work on!

On top of your unpaid internship, we have an event-working requirement that is a great way to gain experience, and understand the ins and outs of all that we do at The JDK Group. The details are as follows:

This will be an unpaid internship position (3 months, 24 hours a week). You will, however, be compensated for the events you're required to work as part of the event-working requirement (this is technically separate from the unpaid internship) at \$10.50/hr and then \$11.00/hr after your initial training. You'll be required to work a minimum of 2 Saturdays a month and during our "all-hands-on-deck" events (some of these already fall on a Saturday).

We pull most of our applicants from WorkPop and Indeed. Unfortunately, these portals don't afford us most of the pertinent information regarding complete resumes, and portfolios for graphic designers. If you'd like to continue to pursue this internship, please respond to this email with your most up-to-date electronic version of your resume and portfolio (if you have one). Then we can better determine whether you're a great fit for The JDK Group, and if we'd like to get to know you better through one of our group interviews.

Please confirm your interest in pursuing an internship with us at The JDK Group by responding with your attached resume and portfolio (if applicable) to [jbarth@thejdkgroup.com](mailto:jbarth@thejdkgroup.com).

Looking forward to hearing from you, and thank you!