

# CREATE COMMON GOOD

## Technical Writing Intern

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### Directions

Complete and submit this application to Annie at [anniemcleod@createcommongood.org](mailto:anniemcleod@createcommongood.org). Attach your resume to the back of this application. A letter of reference is not required but it is preferred.

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### Internship Description

#### Roles and Responsibilities

- Create documentation and content to be used internally for grants and reports
- Create deliverables including documentation for handbooks, manuals, food production procedures, internal policies, etc.
- Gain a deep understanding of all CCG programs through investigation and interviews
- Work under the supervision of training instructors, Director of Operations and Human Resources, Production Supervisor, etc. to create clear and effective documentation
- Assist in formatting CCG documents

#### Skills Required

- Ability to work in an adaptable and flexible manner
- Excellent written and verbal communication
- Self driven with the ability to take initiative
- Ability to preform all duties in a manner that is consistent with CCG values: gratitude, excellence, engagement, and safety
- Familiarity with Apple products and Microsoft Office programs

Please list any relevant certifications and licenses that you have.

### Minimum hour requirement: 5 – 10hrs/week

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### Experience

Do you have previous experience working with technical writing? (Classes, employment, etc.)

What skills would you bring to the organization?

What are your strengths? Give an example of how you've used them.

Why are you applying for this internship?

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## **Goals**

What are your learning goals with this internship?  
What would you like to improve on while interning?

## **Work Style**

Please describe your work style.  
Give an example of when you've had to handle multiple responsibilities.  
Tell us about a situation when you had to solve a difficult problem.

## **Personal Background**

How do your personal values reflect Create Common Good's values?  
Please tell us about any clubs or organizations you are a part of.  
What do you like to do in your free time?

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## **Internship Scheduling**

Are you seeking college credit for this internship?  
Does your class or program have requirements for this internship? If so, what are they?  
What are the maximum hours per week you can work?