

Summer 2010 Internship Program

The Anniversary Company, a specialized marketing consulting firm in Royal Oak, Michigan, seeks an undergraduate student in marketing for an unpaid internship. Responsibilities include:

- Conduct market research and business anniversary research via internet
- Prepare and mail marketing correspondence
- Design and write four quarterly newsletters
- Assist anniversary consultants with sales presentations
- Maintain client database
- Identify potential new anniversary consultant candidates nationwide

Ideal Candidate will:

- Have an interest in obtaining a career in sales and marketing
- Have excellent communication skills, both verbal and written
- Have excellent telephone skills (friendly, helpful and professional)
- Have a strong work ethic and ability to see projects through to their completion with minimal supervision
- Have a willingness to ask questions in lieu of making false assumptions
- Be well-organized and methodical, with strong attention to detail
- Be proficient in of Internet, Word, Excel, Outlook

Timing:

Start date is flexible based on the individual's class schedule, but essentially the position is open as of April 12. End date is mid August, but may be extended based upon mutual agreement. This internship has the potential to become a full time, paid position.

Position requires 20 - 30 hours per week, actual days and working hours are flexible based on the student's schedule.

Location:

Downtown Royal Oak, Michigan

Send Resume to:

Carol Galle, carolg@theanniversarycompany.com, or fax to (248) 336-8610. Phone is (248) 336-8612. www.theanniversarycompany.com