To Whom It May Concern:

Dear Sirs,

I am writing on behalf of UK based charity organisation. We have extensive experience in Erasmus+ programme, and is hosting students since 2010. The company is looking to recruit an Intern to help our team with business administrative tasks. The company is working on local, regional and international level. We would like to invite students who is eligible for Internship support, and we can offer 3 positions in our Plymouth office. Please find the description below:

1. Business Administration
The intern is required to provide administrative support for companies and individuals.

The intern will take part in planning and organising different kinds of events. Working languages are English. The beginning and end dates for the internship period are flexible. A longer internship period is also possible. The internships are unpaid.

Some of the daily tasks include:

- Sending out invitations, reminders and follow-up emails to organisations and participants
- Working with databases
- Assistance in preparing and implementing cultural and social program for the participants on mobility
- Assisting staff in daily tasks
- Dealing with enquiries

2. **Marketing Assistant**
Duration: 2-3 months
Location: Plymouth, UK

An intern will be involved in doing some research in effective marketing strategy that can be used to promote the company’s projects. Other tasks include:
- Support the production of marketing materials, including newsletters
- Help with the dissemination material of our local and international projects
- Maintain and update all social networks as well as the corporate website
3. **Web developer, app developer**
   Duration: 2-3 months
   Location: Plymouth, UK

**Requirements and skills**
- Experience as a web developer (desired languages: HTML, CSS, JavaScript, PHP, MySQL, .NET, MsSQL)
- Fluent in English
- Hands-on and proactive attitude and willing to help to build the business
- Entrepreneurial mindset: you are excited to work with people that chase their dream to build a business

**Compensation:**
No financial compensation

**Years of Experience required:**
No

**How to apply**
Please, send an email to amber.public:gmail.com with the reference code **Internship** attaching your CV in Europass format with photo. A cover letter is always helpful.

We would be grateful if you could advertise the vacancies among your students.

Many thanks in advance.

Yours faithfully,

Svetlana Stoupnikov
Manager