



6311 monterey road #308 / los angeles, ca 90042

GIRL OF ALL WORK
OFFICE ACCESSORIES

girlofallwork.com

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Hello.

{We'd love for you to apply for our internship!}

We're excited that you're applying for our very first internship. It's been a year of tremendous growth and change for Girl Of All Work, which means that we're looking for new talent to join our studio. We believe that learning on the job is a tremendous opportunity for budding designers (our own founder went through 2 internships while in art school), which is why the intern we choose will be exposed to various aspects of design and running a business. We work hard, and we'd love it if our intern was proactive and eager as well. She/ he will be expected to do various tasks:

- Design
- Organizational tasks
- Assembling materials for blogs
- Phone assistance
- Shipping / Handling
- Research

We're looking for graphic designers, preferably with an interest in packaging. A knowledge of design software: Photoshop, InDesign, and Illustrator is mandatory.

This is a part time / unpaid internship, lasting 3 months, with the first internship beginning in mid-January. There is also an option below to be considered for a different season, but please be aware that a position will not be guaranteed at that time. If you have any further questions, please email us at info@girlofallwork.com.

We look forward to your application!

Best,

THE GIRL OF ALL WORK TEAM



GIRL OF ALL WORK
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internship application

NAME _____ DATE OF BIRTH _____
last first (optional)

TELEPHONE _____ EMAIL _____ URL _____
(optional)

ADDRESS _____ / _____ / _____ / CA*
street number city zip code

* You must or plan to reside in California in order to be seriously considered for this application.

CURRENT OCCUPATION

Unemployed Student Employed Other: _____

TIME/ DAY AVAILABILITY

Internships will begin Spring (January to April) of next year. If you have would like us to consider you for another season (e.g. June-August), please indicate this on your application. Please be aware that we cannot guarantee that this position will be available at that time. Applicants will be expected to work 12 hrs a week, 3 times a week.

PREFERRED TIMES:

morning-afternoon afternoon-early evening any time

PREFERRED DAYS:

monday tuesday wednesday thursday friday any day



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WHICH ASPECT OF DESIGN DO YOU THINK IS YOUR MAJOR STRENGTH?

TELL US A BIT ABOUT YOURSELF THAT'S NOT REFLECTED IN YOUR RESUMÉ

Please send us a copy of your current resumé, along with a link to your portfolio or a mailer of your work. Please do not send your original portfolios, as we cannot ensure their safety and return. Letters of recommendation are also accepted and may help us to assess your qualifications as a candidate. Girl Of All Work is in the process of relocating. You may submit all applications electronically or contact us before sending your application via USPS or ground delivery, and we will provide you with an address at that time. We will send you notification that we have received your application within 7 business days. Finalists will be selected for an interview in November, and a decision will be made shortly.

Thank you!