Downloaded from <https://www.velvetjobs.com/job-descriptions/internship-sales>

# Example of Internship Sales Job Description

Our company is growing rapidly and is hiring for an internship sales. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for internship sales

* Equipment adds
* Assist in writing proposals and creating customer presentations
* Maintain and update activity, prospects and contact information in the Sales Database
* Metrics generating and analysis (3 or 4 major reports)
* Support of Call Miner transition through communication, reporting and metrics
* Support of communications and metrics for SalesForce Implementations
* MOBY (Student Support Lean Team) support and project analysis
* Help support management with larger initiatives and projects
* Communicate with external department partners on project updates
* Cold calling locations of assigned account(s) to develop relationships and enroll students into our education programs

## Qualifications for internship sales

* Applicants MUST have a cover letter
* Currently pursuing a Business, Finance, or Economics degree
* Comfortable with Microsoft Excel
* Must have a can-do attitude and be willing to learn new things
* Must be very organized, detail oriented and have great follow through skills
* Must be MS Office proficient with strong Excel skills