



Example of Technical Writer Intern Job Description

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Our growing company is looking to fill the role of technical writer intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for technical writer intern

- Are comfortable using the command line and source control software
- Write on a wide variety of technical topics over different platforms (website, blog, email, social media, banners, case studies, white papers, brochures, one-sheeters)
- Brainstorm and collaborate with the Engineering Consulting team on new campaign ideas and strategies to engage and retain customer base
- Edit generated content for grammar and structure
- Partner with designers to develop email communications, and web copy
- Help build customer-focused product content that excites, inspires, and compels adoption
- Research industry styles, standards, and approaches to content that is innovative, original, or data-driven
- Design, develop, implement, and evaluate training content and training programs
- Maintain learning items and curricula in the learning management system
- Facilitate company on-boarding, maintain training records, materials, and forms, instruct classes and workshops as needed

Qualifications for technical writer intern

- The ability to work well in a team environment and actively contribute to a team of technical writers
- The ability to analyze the customer's needs and then produce a product

- Project management skills including organizing, planning, scheduling tasks and resources, and tracking and reporting progress
- The ability to analyze effectiveness and efficiency of documentation and processes and suggest changes
- Strong PC and typing skills
- Familiarity with content management concepts and structured document methods (such as XML and RoboHelp)