

July 2, 2021

To,
Gracy tyagi

Dear **Gracy tyagi**,

We are very pleased to offer you the position of summer intern with The Social Talks. Please find the following confirmation of the specifics of your internship:

Position Title: Journalism Internship

Date: July 5, 2021

End Date: September 5, 2021

Number of Work Hours Per Week: 14 hours per week (flexible)

Reporting Relationship/Supervisor: You will be reporting to Soundarya Ravi, **HR/Journalist** of The Social Talks. Soundarya can be reached by mail (contact.us@thesocialtalks.com)

Internship Responsibilities: Your day-to-day responsibilities will include the following:

- Analyze and produce creative topics that should be brought to the audience table.
- Write 2 articles per week on social issues and contemporary topics (WCT: min 1000)
- Collaborate with the project coordinators and content writing heads to run the projects effectively and efficiently.
- Promote the articles published by you as well as your fellow "intern-mates" to encourage one and all.
- Come together with the team to plan and organize creative contents to push the company forward.

Office Location: Work from Home.

Should you have any questions regarding the specifics of your internship, please contact the correspondent by phone or mail.

By end of this internship, you will be receiving the "Certificate of completion of Internship" and recommendation letter.

Contact: contact.us@socialtalks.com
<https://thesocialtalks.com/>



thesocialtalks

Sincerely,
Soundarya Ravi
HR/JOURNALIST

The Social Talks

contact.us@thesocialtalks.com

www.thesocialtalks.com

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<https://thesocialtalks.com/>