



SUNDRESS PUBLICATIONS

EDITORIAL
INTERNSHIP
GUIDEBOOK

2020/2021

GENERAL INFORMATION

APPLICATIONS OPEN:

- May 1st - June 1st
- November 15th - December 15th

EDITORIAL INTERNSHIP CYCLES:

- January 1st - July 1st
- July 2nd - December 31st

COHORT SIZE: 6 editorial interns, 1 social media intern, and 1 graphics intern.

ROLE: The editorial intern's responsibilities can include writing press releases, composing blog posts and promotional emails, proofreading manuscripts, assembling press kits, collating editorial data, research, managing spreadsheets, and more. The intern may also be responsible for writing copy, conducting interviews with Sundress authors, writing reviews, and promoting our catalog of titles.

This is a **REMOTE** internship and is not restricted to applicants living in any particular area.

Interns are asked to devote **10 hours per week** to assignments.



APPLICATION TIPSHEET

APPLICATION PROCESS

- Resume and brief cover letter detailing interest (send to Staff Director at **sundressstaffdirector@gmail.com**)
- Expect to hear back about your application status (including potential selection for the second-round interview) around **2-3 weeks after applications close**

APPLICATION TIPS

- Be honest! It helps if you have some editorial experience but if you don't, tell us why you don't have any yet, and what you hope to gain from this internship
- Don't leave your application to the last minute!
- Have a friend review your application before you submit

RESUME TIPS

- 1" margins, one page, consistent formatting, headers the same font, size, spacing, and color
- Nothing fancy; we want to see what experience you have and what you can bring to the team
- A photo is fine, but not necessary
- Make sure your resume is error-free; we want to see if you have an editorial eye for spelling, formatting, etc.

COVER LETTER TIPS

- 1" margins, half-page to one page
- Make sure your letter is error-free; show us that you know what professionalism looks like
- We want to know who you are, why you are applying, what you're looking for in this internship, and what you can bring to it
- Don't just repeat the information in your resume; why do your experience make you a good fit? Give us a concrete example of your skills at work. Stories rock.
- We strive for inclusivity and are looking for people with a myriad of experiences; tell us about your identities and experiences and what they bring to your application

INTERVIEW TIPSHEET

If you're invited to the second-round interview, know that we already think highly of your application and, at this stage, are trying to determine where you might fit in the balanced team we're building.

The internship requires a commitment of **10 hours a week** that is subject to change. We try to make it clear what the hours will look like and ask that you be honest about whether or not you can handle them.

Avoid short, one-sentence answers. These types of answers show us that you haven't taken the time to really think about why you are applying in the first place.

Long answers should have some sense of organization; large blocks of text can be difficult to read if they don't have a sense of order. Avoid run-on sentences; make a point but be thorough.

Edit and proofread your answers before submitting; this is an editorial position, so we notice typos and other errors.



INTERVIEW QUESTIONS BREAKDOWN

1.) Which, if any, of these do you have DIRECT experience with?

- Writing press releases
- Composing business letters
- Proofreading
- WordPress posts
- Managing social media accounts for a business or non-profit organization other than your own
- Excel spreadsheets (non-mathematical)
- Writing book reviews
- Conducting interviews
- Writing book descriptions/jacket copy
- None of the above

Why we ask this: We want to know what kind of prior experiences you have coming into this internship. We're building a balanced team of interns who have extensive experiences, who are getting their first editorial experience, and those in the middle. If we hire six people who all have the same experiences, who will fill in the gaps? Honesty is the best policy; knowing what you bring to the table helps us build a well-rounded team grounded in helping you learn and succeed.

2.) How often do you read and respond to email?

Why we ask this: Our primary form of communication is email (and sometimes text messages), so you will receive your assignments through email. You have deadlines because we have deadlines, so it's important for us to know how clear this line of communication will be.

INTERVIEW QUESTIONS BREAKDOWN (CONT.)

3.) Have you ever worked remotely before? If yes, what was your biggest challenge and how will you overcome that this time?

Why we ask this: This internship is unique because it is remote and open to non-U.S. residents, but we recognize that remote internships (and remote work in general) have their own benefits and challenges. Knowing what challenges you faced if you have worked remotely before will help us gauge what these challenges were and how you plan to overcome them to succeed here.

4.) You open your email to find an assignment. You've no sooner started on it, taking an existing press release and creating a blog post with the info, due in 24 hours, that another arrives. You're asked to research, compose, and send interview questions to an author within 48 hours. But wait, within an hour, another email arrives, asking you to start a spreadsheet with entries from the open reading period and to send them all a professional acknowledgement of receipt. Describe your feelings. Are you overwhelmed? What is your thought process? And finally, how will you move forward? (Assume too, that you have a busy life, other work, school, and family pressures. We know this work doesn't exist in a vacuum.)

Why we ask this: The majority of your assignments will have tight turnaround times (usually a day or two) and it's vital that you meet your deadlines, especially since someone else may need your assignment to be completed so they can use it (and meet their deadline). However, we also know how stressful it can be to complete simultaneous assignments while juggling work, school, and other life commitments. With this scenario, we want to see what strategies you use to manage your time and stay on top of things.

INTERVIEW QUESTIONS BREAKDOWN (CONT.)

5.) What is your plan for integrating your work/school/life needs with Sundress assignments? How will this internship fit into your existing responsibilities?

Why we ask this: This internship is not the only thing you will have going on. Work, school, life, and other commitments deserve your time and attention—as well as your assignments. Knowing upfront how you plan on managing your time (while producing good work) gives us a necessary look into not only your professionalism, but also whether you're a good and responsible fit for this team.

6.) Have you ever quit a job or project because you felt overwhelmed? If yes, please explain.

Why we ask this: We value honesty. Managing multiple assignments and tasks can be difficult, but we would rather know now about any difficulties you may have experienced in the past, than learn about them in the midst of deadlines. This also helps us to know if you might need extra support or how to best approach working with you, so again, please be honest.

7.) How do you respond to short deadlines?

Why we ask this: Meeting all of your assignment deadlines is vital, especially since other people rely on your assignments to meet their own deadlines or need your work for their assignments. It's also a matter of professional responsibility and whether you will succeed in this internship, so we need to know how you will meet these short deadlines. If you panic, we may note that we should give you extended deadlines frequently, or we may choose different assignments for you rather than putting extra pressure on you. Honesty and good communication helps us help you.

INTERVIEW QUESTIONS BREAKDOWN (CONT.)

8.) Are you aware that this internship asks each intern to commit to six months and ten hours per week? To reframe, we ask for two hours of every workday and five workdays per week. We estimate that writing a press release requires two hours of time for an intern. So, asking for a press release to be written and returned in 24 hours seems reasonable to your director. Other tasks will be likewise calculated and will come with short deadlines similar to this. But I do take other assignments into account when assigning, and I also never assign more than three to a person at a time. On this scale, please be honest about how much this will challenge you given your current and expected upcoming circumstances:

- This isn't a problem for me. I have time, will prioritize, and can meet these expectations
- This seems a little challenging. I'm a little pressed for time, or I get overwhelmed when facing deadlines
- This will probably challenge me a lot. I may need extra coaching to juggle the load
- This will challenge me excessively. It may be best if you only send me one assignment at a time
- Never mind, I can't do this

Why we ask this: Communication and honesty are key to succeeding in this internship and getting the necessary work done. However, we need to know whether what we're asking is manageable (taken into account your current and upcoming responsibilities and commitments) or too much to handle so that you can make the right decision for yourself, and we can build a balanced team that will help Sundress thrive.