



## **Internship for the year 2010-2011**

**Duration : Max 24 weeks**

**Type : Paid and Unpaid**

**Student Internship Program** Lyric Labs India is now accepting applications for the Student Internship Program in Coimbatore, India. The opportunity seeks to provide valuable work experience to students interested in working on international trade issues. The following information provides you with a brief introduction of our five units within Lyric, basic qualifications, instructions on how to apply, what to expect next, and who to contact for more information. **Internship Opportunities** Selected student interns will work in an office within one of the following five units:

### **Project Management**

Project management team defines the project goals, challenges, distribution of work, etc.

### **New market opportunities**

Strategize and plan for new market opportunities in coordination with the business development team.

### **Business Support team**

Enhances the global competitiveness of Lyric by expanding its market access and increasing its exports. BST works to strengthen Lyric's competitiveness in the market

### **Resource building and vendor coordination**

The department works to increase the resource base of the company, the vendors are engaged to perform translation in native languages. We also have multiple language publishing vendors which have to be constantly developed. Lyric currently works with more than 7000 vendors worldwide for 142 languages.

In addition, please view the [Lyric presentation](#) to learn more about our organization.

**Basic Qualifications** All applicants applying to participate in the Student Internship Program must meet the following requirements:

1. Must be a United States citizen.
2. Must be enrolled as a degree-seeking student in an accredited four-year or graduate program.
3. Must be in good academic standing



**In addition to meeting the basic qualifications required, applicants must also:**

1. Work well in a team environment.
2. Have very strong communication skills and be detailed oriented.
3. Have a working knowledge of computer applications such as Microsoft Word or Microsoft Excel.
4. Have excellent writing, reading, and interpersonal skills.
5. Be able to organize a variety of assignments simultaneously and meet tight deadlines.
6. International experience (e.g., studying, travel, and working) strongly desired, but not required.
7. Ability to speak a foreign language desired, but not required.

### **How to Apply**

1. A complete application will consist of the following three documents:

- **A cover letter**
- **A resume** (With a recent passport size photograph)

**Please do not include any other details Submitted materials will not be returned.**

2. Please submit this information to [mail@lyriclabs.com](mailto:mail@lyriclabs.com) or you may fax this information to 091-422-4204757. You must submit your entire application in order

3. Frequently Asked Questions

**Applications for internships are received through the year.**

### **What to Expect Next**

After we have received your complete application package, we will notify you. Your application package will be submitted to hiring officials for their review. If interviews are required, you will be contacted. We will notify you once selections have been made regardless of whether or not you were selected. We anticipate selections will be completed within two to three weeks of you submitting the application



For more details :

Write to

**Ms. R. V. Sugantha/ Ms. B.S. Shibu**

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