

May 3, 2022

VIA EMAIL

Cleveland State University

2121 Euclid Avenue, UR244

Cleveland, OH 44115

Alexandra Higl-Timms

a.higl@csuohio.edu

Internship Job Opportunity

Hello Alexandra,

I am Alexandra Napour, the administrative assistant to Attorney O'Brien at OBRIENLAW Firm. O'Brien Law is a full-service business matters law firm providing comprehensive legal advice to small businesses, entrepreneurs, and individuals. Founded in Cleveland Ohio in 2019, the Firm helps clients nationwide to address complex business issues and to seize business opportunities. Our lawyers are known for structuring innovative solutions to aid clients in the pursuit of business goals.

We are currently offering an internship opportunity for the position of Social Media Manager. We would appreciate it if this internship opportunity is posted on your platforms.

Kindly find below details of our internship opportunity;

- **Basic job description/project**

Social media post creation and platform management, drafting articles, research, on-location coverage of events and activities in the community and in business and law.

- **Requirements/desired skillset**

Social media proficiency

Some document and photo editing skills

Email and Word processing proficiency.

Own transportation (as needed. Not required for hiring)

- **Who's eligible**

Any one

- **Compensation**

Starting at \$400/mo.

- **The internship timeframe**

Immediate (May 15, 2022) to September 30, 2022.

- **Instructions for how to apply**

Send email, cover letter, sample or reference for work to anapour@oblaw.co

- **Application deadline**

Must apply by May 30, 2022.

Kindly do not hesitate to reach back out to me for further details and clarity regarding our internship opportunity post request.

Hoping to hear from you soon.

Sincerely,



Alexandra Napour

Administrative Assistant to: Aaron A. O'Brien, Esq.

OBLF, LLC dba O'Brien Law