



DA SPOT NYC
445 ALBEE SQUARE WEST
BROOKLYN, NY 11201

DEAR SANDRA,

Congratulations and welcome to DA SPOT NYC! We are thrilled to have you join our team as a Creative Marketing intern. Your role will play a crucial part in our marketing efforts, including creating newsletters, managing social media, contributing to visual merchandising, and providing support to our boutique in various capacities.

Here are some key details about your internship:

Internship Period: You will be with us until the end of your semester in May, working a total of 250 hours.

Work Schedule:

- Weekends – 4 hours per day
- One/Two days during the week – 4 hours

Weekly Hours: 12-13 hours per week

Responsibilities: - As our Creative Marketing intern, you will be responsible for:

- Assisting in the creation of engaging newsletters
- Managing and enhancing our social media presence
- Managing product photography for our website
- Contributing to visual merchandising efforts
- Providing support to the boutique in various ways

Reporting Structure: You will report to Michelle Cadore, who will guide you and provide support throughout your internship. In her absence, Ju'Leassa (JuJu) Lipscomb or Isalia Lebron (Isa) will be the Store Leads.

What to Expect:

- Exciting and challenging projects that will enhance your skills.
- Mentorship from experienced professionals.
- A dynamic and collaborative work environment.



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Next Steps: Please confirm your attendance at the orientation by [Confirmation Deadline].

We are excited to have you on board and look forward to a successful and productive internship together. If you have any questions or need further information, feel free to reach out to me, Michelle Cadore at info@daspotnyc.com or 347-274-6423.

Welcome to the DA SPOT NYC family!

Best Regards,

Michelle Cadore, Owner

DA SPOT NYC