

Be Confident because

#YOUAREPERFECT

just
the
way
you
are.





I'M CONFIDENT



I'M GORGEOUS



I'M HEALTHY



HELLO!

I am an intern at *i'mperfect magazine* where we strive to make women see themselves as healthy, gorgeous, and confident.

Check out our awesome content at www.im-perfectmagazine.com

And remember, **#YOUAREPERFECT**



I'mperfect magazine



im_perfectmag



im.perfect_magazine



i'mperfect magazine

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Place
Stamp
Here



WELCOME TO THE TEAM!

Congratulations on being selected as an intern for *i'mperfect magazine*! This document outlines your responsibilities as a writer with us, so please read it in its entirety. I hope that this can serve as a reference should you have any questions in the future, but please know that you can always contact me at im.perfectmagazine@gmail.com with any questions or concerns you may have.

OUR MISSION

We're imperfect. You're imperfect. Everyone's imperfect. But here at *i'mperfect magazine*, we aim to make you understand one thing—you are perfect just the way you are.

But we know, just as well as you do, that every woman seeks to improve herself. We want to provide pieces to inspire you, to encourage you, and to help you realize how to see yourself the way you should—healthy, gorgeous, and confident.

With our help, we believe you'll be able to look in the mirror and say to yourself, "I'm Perfect."

YOUR JOB

As an intern for one of our three sections—I'm Gorgeous (fashion and beauty), I'm Healthy (food and fitness) or I'm Confident (body image and self esteem)—your job is to provide content on a weekly basis to be published on the site. That means four articles a month for the duration of your internship (generally 3-4 months).

Remember to be creative and have fun writing! We want the magazine to be inspiring, creative and engaging, which would not be possible without you!

GROUND RULES

As an intern for *i'mperfect magazine*, who signed a contract with us, you are responsible for fulfilling all of the duties you agreed to and signed off on—writing weekly pieces, keeping in contact with me, etc.

But, below are a few points that should be stressed:

- I communicate with you via email. Therefore, it is imperative that you respond in a timely manner. The magazine is updated on a daily basis and that calls for the understanding that this internship is time sensitive—I need to hear from you within 24-48 hours unless otherwise stated or extenuating circumstances prohibit it.
- Please be mindful of the deadlines I set. If you cannot meet a deadline because you are going on vacation, I stress that you not only notify me but also submit your article(s) ahead of time. If you are unable to submit the article(s) ahead of time or there are extenuating circumstances, you must let me know two weeks in advance (if possible) so I will be able to provide content in place of your article(s).
- Please don't plagiarize. I won't tolerate it.
- I encourage you to be proud of the work you are doing for us and "like"/"follow"/etc. *i'mperfect magazine* on social media as well as promote it to your family and friends.



HOW TO: BE A SUCCESSFUL INTERN

STEP 1: PICTURE & BIO

First things first: I am proud of all of our interns and the work they will be completing for the magazine.

i'mperfect magazine is about real women so I not only want to give you a byline, but also show our readers who is writing the content that they love. As you may have noticed, we have a page on our site dedicated to all *i'mperfect* writers with a picture and a small bio of each of our amazing interns. So, I ask that you send me a picture of yourself and a 50 word bio as soon as possible. This will be featured on the site as soon your articles go live.

STEP 2: PITCHES

On the first of every month, you will submit five pitches—article ideas—to me for your section. Be sure to present ideas that you will be able to write about at length as well as original ideas that have not been used on the site before.

You should explain each idea thoroughly (a few sentences to a paragraph, at least) so I am clear on your intended article's content.

From your pitches I will assign your article assignments for the upcoming month.

STEP 3: WRITING

Your four articles a month are assigned based off the pitch ideas that you gave me. When writing your articles please keep in mind that they should be about 500 words in length.

Please meet your article deadlines! We want to provide our readers with new content every day. This is only possible if all of our interns meet their deadlines. If there is ever a time when you do not think you can submit an article on time, please let me know and I can work with you.

STEP 4: DUE DATES

You have been assigned a specific day of the week (see attached document). On that particular day every week two things will happen: you will submit an article and one of your previously submitted articles will go live on the site.

For example: If you were assigned to be a Friday writer, your articles would appear on the site on Fridays and your articles would be due on Fridays.

Your pitches are due the first of every month regardless of what day of the week you are assigned.

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