

## **Offer Letter of Internship**

3rd June 2023

sugipals007@gmail.com

Hi Suhas Palani,

Excelerate is a global platform that empowers learners of all backgrounds, connects employers to a diverse pool of talent so they can train and hire the next generation of business leaders based on talent, not proximity. We have created access to impactful opportunities in over 100+ countries, preparing learners of today for tomorrow's career achievements. We are pleased to offer you the position of **Data Analyst** at Excelerate.

As an **Data Analyst** intern, you will report to your assigned **Project Head(s)** during the course of your internship.

### **TERMS AND CONDITIONS OF APPOINTMENT**

1. **Designation** : **Data Analyst**
2. **Place of Work** : **Remote**
3. **Type of Position** : **Internship**
4. **Date of Joining** : **5th June 2023**
5. **Date of Ending** : **5th July 2023**
6. **Essential Functions of this Internship:**
  - Learn to leverage human visual perception to communicate with data using visualizations.
  - Learn key tools for creating effective visualizations and create visuals that will answer key questions about the business.
  - Develop skills around Information Literacy, Communication, Critical Thinking and Inquiry & Analysis.
  - Design audience appropriate data presentations that align to best practices for data visualization.

**7. Skills and Experience:**

- Highly motivated, able to work independently and manage multiple projects
- Time management and planning skills
- Strong leadership and interpersonal skills
- Ability to motivate and foster team collaboration
- Excellent communication skills
- Strong presentation and persuasion/influence skills

**8. Termination of internship Service:**

- Delayed or no submission of deliverables can lead to the termination of the internship.
- During this internship, if there is an instance of violation of the company's code of conduct, the management reserves the right to immediately terminate your internship.

**9. Resignation by Intern:**

- Uninformed absenteeism in meetings and unresponsiveness without any prior notice by mail to the Project heads for two weeks and above will be automatically considered as voluntary resignation from this internship.
- If you wish to resign from this internship before the completion due to any circumstance, it has to be notified by mail to the assigned project head (CC- [support@4excelerate.org](mailto:support@4excelerate.org)) at least a week before resignation.

**10. Completion of the Internship:**

- On completion of the internship, and fulfilling all the prerequisites i.e., being active for all the 4 weeks of the internship, submitting all the deliverables within the deadline, and submitting the feedback and reflective video, you will be provided with a completion certificate, and badge.
- Interns whose performance throughout the internship has been excellent will be qualified for receiving the scholarship amount. The performance review shall be at the sole discretion of the project heads which will happen weekly. For this, interns will be marked on their communication, collaboration skills, creativity, and critical thinking. A detailed breakdown of the same can be asked from the Project Head.

You are required to join the **Onboarding Meeting scheduled for 5th June 2023**, failing which this offer will stand withdrawn. If this offer of internship is acceptable to you as per Terms and Conditions mentioned above, you are requested to return the duplicate copy of the offer duly signed by you on all pages as a token of your acceptance, failing which it will be presumed that you are not interested in this offer.

Sincerely,  
Deepanshi  
Talent Acquisition Manager  
Excelerate



04/06/2023

Your Signature with Date