

Content writer (fresher)

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Full-time | CTC: [CTC for the full-time role]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is hiring a content writer for the [Team] team. You will turn briefs into clear, accurate drafts for our blog, website, emails and social channels, then revise them with an editor until they are ready to publish. You will research each topic, follow our style guide, add the keywords and links the brief asks for and upload the final piece to our CMS. We look for a fresher who reads widely, checks facts and takes edits well.

What you will do

- Write first drafts of blog posts, web pages, emails or social captions from a written brief that states the audience, keyword, angle and length.
- Research each topic using reliable sources and our own product team, and keep the source links for the editor.
- Check every name, date, figure and quote before you submit, and flag anything you could not verify.
- Follow the style guide for tone, spelling and formatting, and ask when it does not cover something.
- Add the on-page basics from the brief: title tag, headings, meta description, internal links and image alt text.
- Revise drafts after editor feedback, keeping the comments so the reason for each change stays clear.
- Proofread your own work by reading it aloud, and read a colleague's piece when asked.
- Upload and format posts in the CMS, preview them on mobile and fix layout problems before they go live.
- Turn a published article into social captions or a newsletter section, following the content calendar.
- Update the content tracker with topic, status, publish date and link, and note how each published piece performs.

What we are looking for

- Clean, plain writing in English, or in Hindi or another language for your audience, with correct grammar and a clear structure.
- Can turn a brief into a draft without needing the structure explained each time.
- Researches independently and can tell a reliable source from a weak one.
- Responds constructively to feedback, asks when an edit is unclear and flags changes that could introduce an error.
- Can adjust tone: formal for a web page, relaxed for social media, short for an email.
- Meets deadlines, and says early when a piece will be late.
- Comfortable with shared documents, comments and tracked changes.

Good to have

- Published samples: a college magazine, blog, newsletter, LinkedIn articles or earlier internship work.

- Basic SEO knowledge, such as keywords and search intent, from a course or your own blog.
- Experience with WordPress or another CMS.
- Writing in a second language, for local-language content.
- Interest in your subject area, such as finance, education or technology.
- Simple image editing in a tool such as Canva.

Who can apply

Graduates from any stream can apply, including English, journalism, mass communication, BBA, B.Com and B.Sc. When you write on a specialist subject such as finance or technology, subject knowledge helps, but judge on writing samples rather than the degree.

How to apply

Apply through this job post by [\[Apply by\]](#). Shortlisted candidates will hear from us about the next steps.

Content writer intern

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Internship | Duration: [Internship duration] | Stipend: [Stipend for the internship]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is looking for a content writing intern to work with our editorial team. You will research topics, draft short posts and captions, proofread other writers' work and learn how an editor shapes a piece before it goes live. You will get written feedback on every draft. This suits a student who writes regularly and wants published work to show for it.

What you will do

- Research topics from a brief and build outlines for an editor to approve.
- Draft short blog posts, social captions and email copy, with sources listed.
- Proofread and fact-check colleagues' drafts using a checklist.
- Rewrite older posts to refresh facts, links and headings.
- Collect examples of good content in our subject area and note what makes each one work.
- Record topic, status and link for each piece in the tracker.

What we are looking for

- A student in any stream; English, journalism and mass communication students are a common fit.
- A few writing samples, such as a college magazine piece, a blog or a class assignment.
- Strong grammar and a reading habit.
- Comfortable receiving written feedback and revising.
- Understands that copying text from other sites is not acceptable.

Who can apply

Graduates from any stream can apply, including English, journalism, mass communication, BBA, B.Com and B.Sc. When you write on a specialist subject such as finance or technology, subject knowledge helps, but judge on writing samples rather than the degree.

How to apply

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Screening questions to add to your job post

1. **Share a writing sample, published or not. Who is it for, and what would you improve now? A class assignment or a personal piece is fine.** Shows writing quality, awareness of the reader and the ability to judge a draft, without requiring publication or earlier employment.
2. **How do you research a topic you know little about? Name the first places you look.** Reveals method and source quality. Strong answers start with primary or official sources and use search results as a way in, not as the answer.
3. **Rewrite this sentence in plain words for a first-year student: 'Our platform facilitates the optimisation of recruitment workflows.'** A quick test of whether the applicant can cut jargon and keep the meaning.
4. **How do you check that your draft is accurate and original before sending it?** Look for checking facts against sources and writing in their own words. Running a plagiarism tool is not a method on its own.
5. **An editor removes a paragraph you like. What do you do?** Look for an applicant who asks for the editor's reason, revises constructively and raises any factual or reader concern politely.
6. **If you use AI writing tools, what do you use them for and what do you always check yourself?** Tells you whether the applicant understands that the writer stays responsible for facts and originality. Decide your own policy before you ask.
7. **Which subjects can you write about with confidence, and which would need extra time?** An honest range helps you assign work and shows whether the applicant overstates.