

Think Tank Research, Inc.

February 14, 2025

Dear Naadia Odawa,

On behalf of Think Tank Research, Inc. (TTRI), I am pleased to offer you the position of Research Intern within our Better World Division. The internship will be based at our headquarters at 123 Anywhere St., Chicago, IL 12345. Your supervisor will be Brett Williams (email@ttri.org), Assistant Vice President for Research.

The start date of your 10-week internship will be Monday, May 26, 2025, and the internship will conclude on Friday, August 1, 2025. Business hours at TTRI are 9:00am to 5:00pm Central Time, Monday through Friday. You will be expected to work in-person, five business days per week, for a total of 35 hours per week. You will have a one-hour lunch break each day. During the internship, you will earn a salary of \$2,000, payable in four equal payments of \$500. Payment dates are June 15th, June 30th, July 15th, and July 30th.

The Research Intern responsibilities include:

- Compiling, cleaning, and organizing data from various sources, including surveys, experiments, and/or fieldwork
- Managing a project database
- Utilizing statistical software (STATA, R, SPSS)
- Creating data visualizations
- Analyzing data to identify patterns and trends
- Contributing to research papers and other documents by writing and/or editing
- Reviewing literature and preparing annotated bibliographies
- Collaborating with other researchers, interns, and team members
- Communicating challenges and seeking guidance
- Presenting research reports and relevant findings to the team
- Completing other tasks as assigned

By signing this offer letter, you agree to:

- Abide by all TTRI company policies, confidentiality protocols, and performance standards
- Authorize an education/employment verification and background check
- Acknowledge that you will meet and follow TTRI's COVID-19 vaccine requirements and protocols
- Adhere to TTRI's standards of ethical research practice found in TTRI's Research Guidelines

Your employment with TTRI will be on an "at will" basis, meaning that either you or TTRI may terminate your employment at any time, with or without advance notice, and for any reason, or for no reason or cause. TTRI also reserves the right to modify or amend the terms of your employment at any time, with or without notice, and for any reason in its sole discretion.

TTRI is excited to extend you this offer, and the Better World team looks forward to working with you. To accept this offer, please sign and date below and return it to me via email, on or before March 21, 2025.

Sincerely,

Sally Johnson

Sally Johnson, PhD
Director, TTRI Internship Program
123 Anywhere St.,
Chicago, IL 12345
email@TTRI.org

Signature: _____ Date: _____