

Are you looking for a **Technical Writing Internship?**



PDX, Inc. is seeking a talented college student for a summer internship position as a technical writer. We are a pharmacy software and services company, located in West Fort Worth, that employs over 500 people who work to create, update, train, and support pharmacy software and services for over 10,000 pharmacies nationwide.

Expectations:

- Work part-time or full-time hours (dependent on workload and availability)
- Be dependable and on-time
- Work with a team or alone
- Eagerly accept edits and direction
- Work in the office (not a remote/online position)
- Apply technical writing rules and writing styles
- Follow guidelines set in the PDX Style Guide

Responsibilities:

- Research various product changes
- Write release notes and procedures for multiple products
- Write and format online help files
- Collaborate with content experts in other departments to produce content
- Use technical writing principals to edit existing documentation
- Use Adobe Acrobat to send files and receive edits
- Work with and get direction from experienced writers

Helpful Software Knowledge:

- Adobe's Technical Communications Suite, including RoboHelp and FrameMaker
- Microsoft Office
- Project Tracking Tools, such as Rally

To be considered for this position, send your resume to Mike Jarvis at mjarvis@pdxinc.com. Find out more about our company at www.pdxinc.com.

