

A Guide to Applying to a W. W. Norton Internship

Thank you so much for your interest in the [W. W. Norton internship program](#). Our team has compiled a one-stop document with common questions and answers to help you have the most successful application experience!

What is W. W. Norton & Company? Why are we unique among publishing houses?

Founded in 1923 by William Warder Norton and Mary Dows Herter Norton, W. W. Norton & Company is the United States' oldest and largest independent and employee-owned publishing house. As an independent publisher, our employees have complete control over what we publish.

For almost a century, Norton has proudly published "books that live," which means we put out an array of titles within varying genres: graphic novels, cookbooks, poetry collections, and memoirs by public figures such as Pete Buttigieg. We even have books for young readers! If you're an avid reader, you've read a Norton book. Examples of Norton trade titles include Michael Lewis' works *The Blind Side* and *The Big Short* and Vincent Bugliosi's classic firsthand account of the Manson Family murders. Norton also published 2019's Pulitzer Prize winner in Fiction, Richard Powers' *The Overstory*. Norton's Professional Books department has published a long list of professional development works that bridge theory and practice in the fields of mental health and education.

In addition to our robust Trade department, our College team publishes bestselling textbooks and educational materials for college and high school classrooms. Norton is world-famous for its series of Norton Anthologies, which have defined the canon of English literature since the first edition of *The Norton Anthology of English Literature* was published in 1962. Norton's Media Editorial department produces high-quality digital educational tools that support and are sold alongside our list of academic texts.

Norton's textbook list has expanded across the traditional liberal arts. Our list of academic staples includes Dalton Conley's *You May Ask Yourself: An Introduction to Thinking Like a Sociologist*; Eric Foner's *Give Me Liberty!: An American History*; and Gerald Graff and Cathy Birkenstein's *"They Say / I Say": The Moves that Matter in Academic Writing*. Additionally, Benjamin Ginsberg, Theodore J. Lowi, and Margaret Weir's *We the People: An Introduction to American Politics*; Stephen Marshak's *Earth: Portrait of a Planet*; Richard Bullock's *The Norton Field Guide to Writing*; and Clark Larsen's *Our Origins: Discovering Physical Anthropology*. These titles and many others have joined the Norton Anthologies, Norton Critical Editions, *The Enjoyment of Music*, and *A History of Western Music* as leaders in their fields.

Where are we located?

Norton is headquartered at 500 Fifth Avenue in Manhattan, New York, across the street from Bryant Park and the New York Public Library. Most Norton employees work at our New York office, while our warehouse team, the National Book Company, has its headquarters in Scranton, Pennsylvania. A key part of the College department are our territory sales representatives, who live throughout the country,

visiting campuses to discuss our books and learning tools with instructors. Due to the COVID-19 pandemic, all Norton employees are currently working remotely in order to limit the risk of viral spread. **All internships will be a remote experience.**

How big is Norton?

Norton is a mid-sized publishing house, employing over 500 people across the country. Our independent status allows us to maintain a less corporate work environment. Positive relationships with our teams and coworkers not only are a priority so that we can work well together but also make our work more enjoyable. We foster these relationships through events like our annual bake-off, weekly yoga classes, a softball team, and more. Having gone remote due to the pandemic, we maintain those important relationships through virtual events, such as author readings and group meditation.

Does Norton have any imprints?

Yes! Norton's imprints include [Norton Young Readers](#), [Countryman Press](#), and [Liveright](#).

What are the benefits of a Norton internship?

Norton offers interns an introduction to and first-hand experience in the publishing world! Interns have the opportunity of working with and learning about the publishing process through assigned projects with their manager and their team. We also have a Brown Bag Lunch program, optional lunchtime conversations moderated by different professionals at Norton who are dedicated to educating interns about their line of work and answering any questions. Most importantly, we pride ourselves on creating internship experiences that are beneficial and nurturing for our interns. If you become a Norton intern, you'll have the chance to connect with full-time Nortonsians across all departments through informational interviews and mentorship opportunities.

Do I need publishing experience to be hired as a Norton intern?

No publishing experience is needed to be hired as a Norton intern. Many Norton interns get their first taste of the publishing industry through our internship program. In your application, we encourage you to highlight skills that you've developed and experiences you've had that you feel make you suited for our internship.

What are resumes and cover letters? What are some examples of what we're looking for in your application?

There are many ways to write a resume and cover letter, and the style may vary depending on the position you're applying for. It can be challenging to know what a hiring manager is looking for in application materials and more difficult still to be succinct. We know we can't learn everything about a

person from these application materials, but we'd like to offer some [advice from one of our composition titles, *Everyone's an Author*, about the basics of writing a resume and cover letter.](#)

What will make your application stand apart from the rest?

When applying, allow your authentic self to shine through your cover letter and resume. If you are selected for an interview, that's also an excellent time to showcase your personality. Remember, **interviews are double-sided!** You are gathering information about the company, just as we are gathering information about you. **Find your voice.** It's important to advocate for yourself in your application materials. Be specific about an area of publishing you hope to learn more about. Let us know what you're passionate about, whether it be your love of cooking or a favorite hobby. Your unique personality, talents, experiences, and skills can all work to your advantage during the application and hiring process.

Send a follow-up note. After your interview, send an email to the interviewer reiterating your skills, interests, and what you learned from the interview. Showcase your personality once more.

Is it possible for Norton interns to get hired for full-time jobs?

Yes! In fact, many of our current Norton employees began their careers as Norton interns. The Norton internship program is a great way to get to know other Nortonians and learn what it's like to work at Norton full-time—and in the publishing industry at large. The insights and knowledge gained through an internship will give you concrete experiences and examples to discuss when interviewing for a full-time position in the future.

Can I be a Norton intern for multiple semesters in a row?

Currently, we don't allow interns to participate in the Norton internship program for consecutive semesters. However, Spring 2020 interns whose internships were cut short due to the pandemic are welcome to apply for this remote internship.

You can find more information about W.W. Norton & Company on [our website](#).

Thank you for applying and good luck with your application process!