**{Insert Logo or Company Name}**

**OVERVIEW OF INTERNSHIP**

**Industrial Distribution Internship Position – Summer 20xx**

***Template Instructions: Remove all items in blue and replace with your content (in black).***

**Internship Details –** Internship will be a minimum 12 weeks in length.

Projected Start Date -

Projected End Date -

Projected hours worked per week –

Hourly wage and any additional benefits -

**Company Information** –(Background, Scope of Work, Size, Location)

**Description of Internship –** Include the purpose of your internship and overall description.

**Learning Objectives**

Indicate each area the intern will be exposed to during their internship experience.   
Click on the box to indicate if this component will be addressed during the internship experience.

Inside sales

Outside sales (would include spending at least 40 hours with outside sales)

Operations

Customer service / technical support

Management

Marketing

Product and/or materials management

Product training

**Overview of Experiences** -   
Provide an overview of responsibilities and experiences. Include a timeline for the 12 weeks (may not be exact, but approximate amount of time in each area).

**Intern Project**

Our program requires a project. List possible projects (examples are in the Company Handbook) and how the project will be incorporated in the 12 week experience. Indicate what value/impact the project will have for the company and if the intern will present results to key individuals in the organization.

**Additional Experiences**

Indicate experiences that will be part of the internship that may not fit into the overview above such as:

* Lunch and learns or vendor presentations/meetings
* Visit / work with a customer onsite
* Work at another branch
* Visit corporate office
* Meet leadership of company
* Participating in branch meeting and sales team meetings

**Contact Person & Contact Information** -