**{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** -