

for students



Internship guide

A GUIDE FOR ASHRAE STUDENT MEMBERS
LOOKING TO LAND A SUMMER INTERNSHIP IN
THE HVAC&R INDUSTRY

This guide includes two sections: *About Internships*
& *How to Use the ASHRAE Internship Program*.
We recommend you carefully review *About*
Internships before applying for an internship.

1: About Internships

HOW WILL AN INTERNSHIP EXPERIENCE BENEFIT ME?

- Real job experience
- Access to professionals
- Access to mentors
- Potential permanent job connections

HOW DO I PREPARE MY RESUME AND WRITE COVER LETTERS?

- Please refer to the Resource *Section* for resume, cover letter, and interview tips. You can access it [ONLINE!](#)
- Know what kind of an internship you want (e.g. consulting, research, etc.) – if you are not certain, talk to your professors first before applying for internships
- Create Learning objectives and be specific! Create measurable

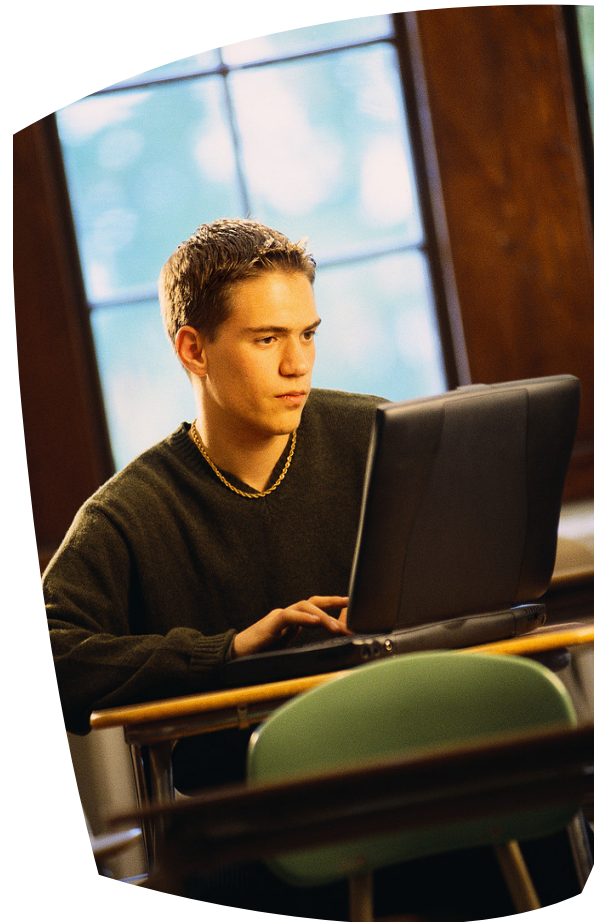
goals for what you hope to learn and accomplish and state them. If you need help developing your goals, talk to your professor, mentor, or an experienced ASHRAE member.

HOW DO I APPLY FOR INTERNSHIPS?

Applying...

- Apply for several internships – it is competitive and you want to be sure you increase your chances of landing a good opportunity.
- Write a solid cover letter summarizing the experiences you listed in your resume and highlight your strengths specifically in reference to the company's requirements and specifications.

MORE INFORMATION ON BACK!





1: About Internships, Cont.

Your career starts today!

HOW DO I APPLY FOR INTERNSHIPS? Cont.

Following up...

If you receive an offer over the phone, ask for the offer in writing. The letter should include the details associated with the position such as the start date, salary, financial benefits (if there are any), and location.

If you receive multiple offers, take time to consider each one individually. Take into consideration the position, the company, the location, and the type of work you would be doing. Categorize or rate them in order of importance.

If you are offered a position before all of your interviews are finished, consider asking for an extension. This should be done in writing.

Always accept an offer in writing, even if you have already accepted it verbally. Be sure to reiterate such terms as salary, dates, and responsibilities. This action will ensure that you and the employer are in total agreement.

If you decline the offer, contact the employer promptly and professionally. Be courteous and respectful. Remember, you may have contact with that company in the future so it is important not to burn bridges.

YOUR INTERNSHIP - *Survival Tips...*

On the Job:

Learn as much as you can about the organization.

At the beginning of your internship, meet with your supervisor and establish your expectations.

Understand that some general office work is part of the job.

Introduce your ideas gradually and avoid trying to change the company or their processes too quickly or without solicitation.

As you get settled and feel comfortable with your tasks, ask for more work. Take this opportunity to learn as much as you can, but pace yourself!

Get to know as many people as you can. They can be great career contacts and mentors for you.

Get to know other interns in the company – it is a good way to meet and network with other future professionals.

When It's Over:

Now that your internship is over, what is the next step? You should have learned many things in your internship experience. Maybe you learned what you want to do when you graduate. Maybe you learned what you do not want to do. Either way, your internship was a learning experience.

Now it is time to reflect upon your experience. Ask yourself the following questions:

- 1) What were your goals before the internship? Did you accomplish them?
- 2) What did you accomplish above and beyond your established goals?
- 3) What did you fail to accomplish?
- 4) What new skills, equipment, or office technology did you master?
- 5) What was the most important thing you learned from this experience?

6) The answers to these questions will help you describe your internship, your key responsibilities, and your accomplishments. These will all be helpful when updating your resume and will prepare you for discussing your experience during future interviews.

2: How to Use the Program



It's so easy! Follow these instructions to begin your internship search:

1. Go to the ASHRAEjobs.com website. [Click here now!](#)
2. Create your FREE account first!
3. Click "Internship Tab," then read *A Student's Guide to Internships*"
4. Select "Search Internships" on internships page
5. Search based on location
6. Apply directly to the company
7. Contact the company for inquiries or questions.
8. Do not submit resumes to ASHRAE. ASHRAE cannot answer questions specific to a posting; only the respective company can do that!

