



ON YOUR TEAM.

★AmWINS

INTERNSHIP OVERVIEW
GUIDE FOR INTERNS

Welcome to AmWINS

Thank you for considering an Internship at AmWINS. AmWINS recognizes that our people are our most important asset - we place great value in each employee's development. Our goal is to provide interns with challenging assignments and opportunities, to develop skills, utilize talents and energy, develop strong relationships, and create a memorable internship experience as a valuable stop on the road to your chosen profession.

AmWINS was formed in 2002 and has grown steadily since. Today, we are made up of wholesale brokerage, underwriting, group benefit and service operations which have been acquired over the course of our short history. AmWINS currently employs over 5,000 employees and receives more than 1,000,000 submissions a year from retail insurance agents across the United States. More than \$17 billion in premium placements makes AmWINS the largest multi-line wholesale broker in the U.S. as ranked by Business Insurance magazine. AmWINS has extensive relationships with more than 20,000 retail insurance brokerage firms and nearly 16,700 insurance underwriting relationships.

AmWINS was formed with a belief that:

- We will advance the way our industry conducts business
- We will be leaders in everything we do
- We will be home to the best talent and expertise in the business
- We will challenge the status quo and demonstrate our value at every interaction
- We will be one company centered on strong relationships and trust

Our Mission is to deliver a competitive edge to our employees, clients and markets and we do this by following the Principles of a Better Way.

Guiding Principles

We've built our company with a 150-year vision that will span multiple generations. Our guiding principles are:

Specialization

Specialization and expertise matter. Our focus is on completing the move from a traditional wholesaler to that of a specialty broker/underwriter. Our risk and industry practices give us the ability to provide unique and customized products and services to the table for our clients.

Client Value

We have invested heavily in the things that provide value to our clients. Actuarial services, CAT modeling, claims advocacy, market leverage and technology make the art of placement an area where we excel. We have also invested heavily in areas such as compliance and training and development, in an effort to be the leader in the industry.

Culture

Culture is a critical component of what makes AmWINS unique. While our heritage is comprised of many companies we've acquired, we work as one team committed to collaboration and never settling for the status quo. We also take pride in giving back and make it our goal to have a real impact on the communities in which we live and work.

How do I apply for an AmWINS internship?

Who Can Apply

To be eligible for the program, individuals must generally meet the following requirements:

- Enrolled at an accredited 4-year college or university
- Have an overall cumulative GPA of at least 3.0 out of a 4.0 scale
- Pursuing a degree with a major in Risk Management and Insurance or a related field

Application Requirements

- Complete the online Internship Application by visiting <https://amwins.com/about-us/careers>
- Provide a current resume with your online application

What is an internship at AmWINS?

Our goal is to make an internship at AmWINS a structured work experience that relates directly to your career interests and goals. It offers opportunities to plan, reflect and shape your career goals.

By participating in an internship at AmWINS, you will enhance the skills you are developing through your academic studies and gain valuable first-hand experience. Additionally, an internship at AmWINS will provide the opportunity to:

- Gain exposure to a wide variety of occupations within the field of risk management
- Test out your career choices without making a permanent commitment
- Make valuable contacts with professionals in your field of interest
- Apply the knowledge you learned in the classroom
- Develop core skills and personal attributes applicable to your field of interest and to the professional world at large
- Learn from professionals in the field and develop a network of contacts

During your time with AmWINS, you will be provided with an enriching work experience in your job assignments. We also expect that your efforts will contribute to the productivity and output of the department you are working in.

Components of the Internship Program

Guidance and Leadership

You may be assigned a leader during your internship. Your leader will manage your day-to-day work schedule and act as an advisor. Your leader can provide guidance for your chosen field and assist you in understanding the dynamics of the workplace at AmWINS in order to provide a meaningful and structured work experience.

Depending on your work assignments and prior experience, you may meet with your leader daily or weekly, as needed. Here are some questions that you could ask:

- How did you get to the point that you are in your career today?
- What obstacles did you encounter on your way to achieving your success and how did you overcome them?
- What does your typical day look like?
- What do you see as the trends in your industry?
- What are the top resources you've turned to for insurance education?

Potential Topics Covered

- AmWINS Overview, Culture, and Mission
- The Wholesale Industry
- AmWINS' Products and Services
- Relationship Building and Networking
- Carrier and Retail Agent partners
- Systems and Reporting
- Sales and Marketing

Setting Goals for Your Internship

Interns may be asked to work with their leader to develop one to three goals/objectives to accomplish. Goals/objectives can be project assignments or individual work assignments that you may perform during your internship. It also can include personal goals not related to a specific task, such as increasing your communication and organizational skills.

The following are good questions to ask your leader in setting goals/objectives:

- What do you want me to learn about the organization?
- What contributions can I make to current or new projects?
- What research can I do that will increase my knowledge while supporting the needs of the company?
- What technology would be a benefit for me to learn?
- What do you hope I will gain in professional development?
- Are there manuals or self-study learning materials that would benefit me?

Interaction with AmWINS Partners

Perhaps you would like to learn more about our insurance partners. Throughout the course of your internship, we may offer the opportunity to spend time with our underwriting and retail partners.

Internship Feedback

In order for you to get the most out of your internship at AmWINS, your leader may provide you with feedback at the conclusion of the internship. This will allow us to acknowledge your contributions and provide feedback on how you can continue to develop and meet your goals. It also will allow you to leverage the strengths that you have shown and find opportunities to learn and grow in areas where you want to improve.

We also recommend that you ask for feedback throughout your internship. This does not have to be a formal process. It can be a quick check-in with your leader or your peers. It also can be as simple as asking, “What did I do well? Where could I improve? What would you like me to do next?”

Internship Summary

We have found that the work provided by our interns has been significant and a real contribution to AmWINS. In order to let others know this and to showcase your talents and your achievements during your internship, we may ask you to prepare a brief summary of the work you performed, your accomplishments, and what your takeaways are from your experiences with AmWINS. If you need help in preparing this document, we will be glad to assist you.