

How to create a lasting impression.

End of internship presentation guide

What's the point?



The end of internship presentation is your opportunity to demonstrate what you have accomplished over the course of your internship; to share and reflect on your experiences and to thank your company, manager and team for their support.

Your presentation is also an opportunity for you to develop your public speaking skills, create more awareness of CareerTrackers within your organisation, and help create a lasting impression for future internships or when applying for a graduate application.



How to structure your presentation



1. Acknowledgment of Country
2. About you - personal pitch / story
3. Projects and experiences - what they have taught you
4. Highlights and challenges
5. How CareerTrackers and your internship has impacted on you - before and after
6. Thank your company and team mates - mention specific names and why
7. Questions



Planning for your presentation



- Secure the location of your presentation. Make sure your location has appropriate AV support and you book the room 15 minutes earlier than your presentation so you have time to set up
- Invite your manager, buddy, team mates, executives, and your CT Advisor to attend well in advance



Some advice your presentation



- Number of Slides: 4 - 8
- Length: 5 - 7 minutes + Q&A
- Do not read off slides
- Use brief bullet points and simple font
- Do not use animations
- Include photos relevant to your slides
- Use simple and clear language
- Research your audience and ensure you cater your messages accordingly
- Avoid memorising a speech. Instead, use structure and remember that you are talking about yourself
- Remember to smile and make eye contact
- Wear full business attire
- Golden rule - no prezi, only PowerPoint
- Practice out loud and seek feedback



Prepare for questions

Has this experience influenced your future graduate plans and how?

What was one misconception you had about interning that has changed since you've been here?

Is there anything that you think we could do better to improve your internship experience?

What do you think you brought to the team?

Are there any areas that you can see yourself improving on?

