**Internship**

**Report**

|  |  |  |
| --- | --- | --- |
| **Company:**Company here | **Prepared by:**Name here | **Date:**Jan 30, 2030 |

|  |
| --- |
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**Overview**

Use the table below to lay out basic information about your internship. This includes your full name, college or university, course or department, the organization or company where you completed your internship, as well as your internship period.

|  |  |
| --- | --- |
| **Student Name** | Student name here |
| **Contact number** | 123-456-7890 |
| **Email** | hello@reallygreatsite.com |
| **College** | College or university here |
| **Course and Department** | Course or department here |
| **Organization** | Name of company or business here |
| **Internship Period** | Jan 30, 2030 to Apr 1, 2030 |

**Canva tip**

Tweak this table!

Select **⋯ (More)** to add, delete, or merge cells.

Select **Border** and **Table Spacing** in the toolbar to make further changes.

**Introduction**

Introduce yourself and discuss the purpose of your internship. Mention how you chose the organization or business, and provide a brief overview of your goals and expectations heading into your internship. Try to keep this section brief by using bullet points when applicable.

* Goal or expectation here
* Goal or expectation here
* Goal or expectation here
* Goal or expectation here

**Organization Overview**

Outline basic details related to the company where you completed your internship. Briefly discuss the company’s background and industry, as well as any notable achievements you feel are worth highlighting. Try to limit this section to just one or two paragraphs.

**Role and Responsibilities**

Lay out the basic details of your internship period using the table
provided below.

|  |  |
| --- | --- |
| **Position or Title** | Position or title here |
| **Department** | Department here |
| **Manager or Supervisor** | Name here |
| **Projects or Campaigns** | * Project or campaign here
* Project or campaign here
* Project or campaign here
 |
| **Tools Used** | * Tool or platform here
* Tool or platform here
 |
| **Daily Responsibilities/Tasks** | * Task here
* Task here
 |

**Learning Outcomes**

Here, you can highlight knowledge or skills gained, challenges faced, and notable achievements over the course of your internship. Use the tables provided below to keep this section concise.

|  |
| --- |
| **Skills Learned** |
| Skill here | Description here |
| Skill here | Description here |
| Skill here | Description here |

|  |
| --- |
| **Challenges** |
| Challenge faced here | Description here |
| Challenge faced here | Description here |
| Challenge faced here | Description here |

|  |
| --- |
| **Notable Achievements** |
| Achievement here | Description here |
| Achievement here | Description here |
| Achievement here | Description here |

**Conclusion**

Briefly recap your internship experience and discuss the overall value of your time spent with the organization or business. Mention how the knowledge and experiences you gained will help support the rest of your academic journey and impact your future career. If applicable, link your work samples, timesheets, or feedback forms.

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