

---

# Internship Report Template

---

[Student Name]

[University Name]

[Department]

[Internship Company's Name]

[Date]

## Title Page:

Internship Title: \_\_\_\_\_

Student Name: \_\_\_\_\_

University Name: \_\_\_\_\_

Department: \_\_\_\_\_

Internship Company's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Table of Contents:

1. Introduction
2. Company Overview
3. Internship Responsibilities
4. Achievements and Contributions

- 5. Learning Outcomes
- 6. Recommendations
- 7. Conclusion
- 8. Appendices

**1. Introduction:**

**Outline the goals and expectations of your internship.**

---

---

**2. Company Overview:**

**Provide an overview of the company, including its history and main activities.**

---

---

**3. Internship Responsibilities:**

**Detail your daily responsibilities and major projects.**

- **Responsibility 1:**

---

- **Responsibility 2:**

---

- **Responsibility 3:**

---

- **Responsibility 4:**

---

#### **4. Achievements and Contributions:**

**Highlight your key achievements and contributions to the company.**

---

---

#### **5. Learning Outcomes:**

**Discuss the skills and knowledge you gained.**

---

---

#### **6. Recommendations:**

**Provide recommendations for future interns or improvements to the internship program.**

---

---

#### **7. Conclusion:**

**Summarize your overall internship experience and its impact on your career development.**

---

---

#### **8. Appendices:**

**Include any supporting documents or materials.**

---

---