**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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9. **Introduction:**

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

1. **Company Overview:**

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

1. **Internship Responsibilities:**

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

* **Responsibility 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
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1. **Achievements and Contributions:**

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

1. **Learning Outcomes:**

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

1. **Recommendations:**

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

1. **Conclusion:**

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

1. **Appendices:**

**Include any supporting documents or materials.**

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