

Internship report format essay sample

[Business](#), [Management](#)



Header & Footer

Header (Name of Organization, Font size 11, Times New Roman with Bottom Border) Footer (Page No., Middle, Font Size 11, Bold, example: – 12 –)

Internship Letter

Internship Letter should either be Original or properly attested from concerned organization.

Executive Summary

Should include all information about reasons for selection of said organization, organization brief review, and tasks performed) Font Size (13”), Line Spacing (1.5) (Times New Roman)

Introduction

All relevant and brief information about Organization, its history, Objectives, Organizational Structure, and products/services offered. (Font size 12, Times New Roman) Line Spacing 1.5) 1. Headings (Font size 14 – Bold)

1-1 Subheading (Font size 13 – Italic)

1-1-1 Subheading (Font size 12 – Bold)

Learning & Experience

Most Important Part with all the details of tasks performed department wise and personal learning. Should make an indepth SWOT analysis on personal based analysis and recommendations should be proposed. (Font size 12, Times New Roman) Line Spacing 1.5)

1. Headings (Font size 14 – Bold)

1-1 Subheading (Font size 13 – Italic)

1-1-1 Subheading (Font size 12 – Bold)

Conclusion

Should include brief info about aim of internship, personal learning and SWOT analysis results and recommendations. (Font size 12, Times New Roman) Line Spacing 1.5

References

Author Names, Book/Research Paper/Article Title, Publisher, Year of Publishing, Volume No, Page No. (Font size 12, Times New Roman) Line spacing 1.5, Bullets (Numbers)

Appendix

All relevant information about products/services offered, of samples of worked performed (forms etc) (Font size 12, Times New Roman) Line spacing 1.5

Acknowledgements (Optional) (Same Format Design as above)

Personal Resume

Name, Date of Birth, Contact Info and Qualifications.