

## **How to write an Internship Report**

Your internship is nearing the end and I hope you have acquired useful knowledge. To achieve 28 credits for your internship you will need to write an internship report.

An internship report is a summary of what you learned during your time interning. The report should be professionally written, just as if you were a regular employee. The report describes experience, the type of role and skills gained during the course of the internship. It is a useful tool to help as you apply for full-time opportunities once you graduate.

The internship report should be about 5,000 words including:

### **1. Title page**

Place the title in the cover letter. Write your name, interning dates and the company's contact information on the title page. The title should pinpoint the theme of your duties, so there should be a title for each page.

### **2. Table of contents**

Add a table of contents so that the reader knows what to expect from your report. This should be the first part of your report.

### **3. Introduction**

Introduce the characteristics of the company. For example, tell what their daily operations are like and industry status. This can show you have a thorough understanding of the business you interned with.

### **4. Background information on the company**

Tell about the strategic zeal of the company, their products, company structure and sales- and production sites.

### **5. Information on your position and responsibilities in the internship**

Talk about the department or area you were working with and explain your contribution and responsibilities.

## **INTERNSHIP**

Print Media & Packaging Technologies



### **6. A chapter of what you learned and the skills you developed**

Consider what you learned about the company and your work. Detail any new skills or programs you learned while you were there. Try to relate your experience to your college coursework to show you gained valuable knowledge.

### **7. Conclusion with ongoing considerations**

Add a brief conclusion about your internship experience. Explain anything you want to learn more about, such as different project management or accounting processes. Your conclusion should be one paragraph.

### **8. Reference list or bibliography**

Keep your report instructive and professional.