

INTERNSHIP REPORT SAMPLE MARKETING PDF

Understanding the Importance of an Internship Report Sample in Marketing

internship report sample marketing serves as a vital document for students and interns aiming to showcase their learning experiences, skills, and contributions during their internship period. It not only reflects their understanding of marketing concepts but also demonstrates their ability to apply theoretical knowledge in real-world settings. Crafting a comprehensive internship report can significantly enhance a student's profile, making it easier to secure future opportunities in the competitive marketing industry. This article provides detailed insights into creating an effective internship report sample in marketing, including essential components, tips, and examples to guide students and interns alike.

What Is an Internship Report in Marketing?

An internship report in marketing is a detailed document that describes the activities, projects, skills, and experiences gained during the internship period. It typically includes an overview of the company, the internship role, specific tasks performed, challenges faced, and lessons learned. This report acts as a bridge between academic learning and practical application, demonstrating how marketing theories are implemented in real business environments.

Why Is an Internship Report Sample Important?

Understanding the significance of an internship report sample is crucial for students. Here are some reasons why:

- **Showcases Practical Experience:** Demonstrates hands-on experience in marketing activities.
- **Enhances Academic Learning:** Connects classroom knowledge with real-world applications.
- **Builds Professional Skills:** Improves report writing, analytical, and reflective skills.
- **Supports Academic Requirements:** Meets university or college internship documentation standards.
- **Boosts Career Prospects:** Serves as a portfolio piece for future employers or internships.

Components of a Typical Internship Report Sample in Marketing

Creating an effective internship report requires inclusion of essential sections that collectively tell the story of your internship experience. Below are the core components:

1. Title Page

- Internship Report Title
- Name of the Intern
- Name of the Organization
- Duration of the Internship
- Date of Submission

2. Acknowledgment

A brief expression of gratitude to mentors, supervisors, and colleagues who supported your internship journey.

3. Table of Contents

A clear list of sections and subsections with page numbers for easy navigation.

4. Introduction

- Purpose of the internship
- Background of the organization
- Objectives of the internship

5. Company Profile

Describe the organization's:

- History and background
- Mission and vision
- Organizational structure
- Key products/services

6. Internship Role and Responsibilities

Detail your specific role, tasks, and responsibilities, such as:

- Market research
- Content creation
- Social media management
- Campaign planning
- Data analysis

7. Projects and Activities

Provide a detailed overview of the projects you participated in:

- Describe each project
- Your specific contribution
- Tools and techniques used
- Outcomes and results

8. Learning Outcomes and Skills Acquired

Reflect on what you learned:

- Marketing strategies and concepts
- Use of digital marketing tools
- Communication skills
- Time management

9. Challenges Faced and Solutions

Discuss difficulties encountered and how you addressed them:

- Limited resources
- Tight deadlines
- Technical issues

10. Conclusion and Recommendations

Summarize your overall internship experience and suggest improvements for the organization or future interns.

11. Appendices and References

Include relevant supporting documents:

- Sample reports
- Data sheets
- Photos
- References and citations

Tips for Writing an Effective Internship Report Sample in Marketing

Creating a compelling and professional internship report involves careful planning and execution. Here are some valuable tips:

1. Plan Your Content

- Make an outline before starting to write.
- Gather all necessary documents and data.

2. Be Clear and Concise

- Use simple language.
- Avoid jargon unless necessary, and explain technical terms.

3. Use Data and Examples

- Support your statements with data, charts, and real examples.
- Quantify results wherever possible.

4. Reflect Honestly

- Share genuine experiences and lessons learned.
- Discuss challenges openly and how you overcame them.

5. Maintain Professionalism

- Proofread for grammatical errors.

- Use a formal tone throughout.

6. Include Visuals

- Use graphs, tables, and images to illustrate points.
- Visuals make the report more engaging and easier to understand.

Sample Outline of an Internship Report in Marketing

To better understand the structure, here's a sample outline:

- Title Page
- Acknowledgment
- Table of Contents
- Introduction
- Company Profile
- Internship Role and Responsibilities
- Projects and Activities
- Learning Outcomes and Skills Acquired
- Challenges Faced and Solutions
- Conclusion and Recommendations
- Appendices and References

Examples of Marketing Internship Activities

Below are common activities undertaken during a marketing internship, which can be elaborated upon in your report:

- **Market Research:** Analyzing industry trends, customer needs, and competitor strategies.
- **Content Development:** Creating blog posts, social media updates, and promotional materials.
- **Social Media Management:** Scheduling posts, engaging with followers, and analyzing engagement metrics.
- **Campaign Planning:** Assisting in the design and execution of marketing campaigns.
- **Data Analysis:** Using tools like Google Analytics to monitor website traffic and campaign performance.
- **Event Coordination:** Supporting marketing events, workshops, or webinars.

Tools and Software Commonly Used in Marketing Internships

Interns often get familiar with various digital marketing tools, including:

- Google Analytics
- Hootsuite or Buffer for social media management
- Canva or Adobe Photoshop for content creation
- Mailchimp for email marketing campaigns
- SEMrush or Ahrefs for SEO analysis
- Microsoft Office Suite (Word, Excel, PowerPoint)

How to Present Your Internship Report for Maximum Impact

Presentation quality can influence how your report is perceived. Here are some tips:

1. Use a Clean Layout

- Consistent fonts and headings
- Proper spacing and margins

2. Incorporate Visual Elements

- Charts, graphs, and infographics to illustrate data
- Photos from your internship activities

3. Be Professional in Tone and Style

- Avoid slang or informal language
- Use active voice

4. Proofread and Edit

- Check for grammatical errors and typos
- Seek feedback from mentors or peers

Final Thoughts on Crafting an Outstanding Internship Report Sample in Marketing

An internship report sample in marketing is more than just a requirement; it is an opportunity to reflect on your learning journey, demonstrate your skills, and showcase your potential to future employers. By systematically documenting your experiences, projects, and skills, you create a valuable resource that can support your academic and professional growth. Remember to tailor your report to highlight your unique contributions and insights, and ensure it is polished, professional, and comprehensive.

Whether you are a student preparing your first internship report or an intern refining your documentation, following the structured approach outlined in this guide will help you produce a compelling report that stands out. Embrace the process as a learning experience itself, and use your report to showcase your enthusiasm, dedication, and readiness for a career in marketing.

Interested in more tips? Consider reviewing sample internship reports available online or through your educational institution to get a better sense of format and content expectations. With careful planning and honest reflection, your internship report sample in marketing can become a powerful testament to your skills and potential in the dynamic field of marketing.

Internship Report Sample Marketing: A Comprehensive Guide to Crafting a Professional and Impactful Document

Introduction

Internship report sample marketing serves as a vital document that encapsulates the learning journey, practical experiences, and insights gained during a marketing internship. For students and early-career professionals, creating a well-structured internship report is not only a requirement but also an opportunity to demonstrate their understanding of marketing concepts, their ability to apply theoretical knowledge in real-world scenarios, and their professional growth. This article provides a detailed guide on how to craft a compelling internship report in marketing, supported by a sample structure, key elements to include, and writing tips to ensure clarity and impact.

The Importance of an Internship Report in Marketing

Before delving into the mechanics of writing an internship report, it's essential to understand its significance. An internship report in marketing serves multiple purposes:

- **Documentation of Learning:** It records the skills, knowledge, and experiences gained during the internship period.
- **Assessment Tool:** It provides supervisors and academic mentors with insights into the intern's understanding and contributions.
- **Career Development:** A well-written report can be a valuable addition to a professional portfolio,

showcasing practical experience to future employers.

- Reflective Practice: Writing the report encourages interns to reflect on their achievements, challenges faced, and lessons learned.

Structuring a Marketing Internship Report

A clear, organized structure ensures that your report is easy to read and effectively communicates your experiences. Here is a standard outline with detailed explanations.

- Title Page

Include essential information such as the report title, your name, internship duration, company name, department, and submission date.

- Table of Contents

List all sections and sub-sections with page numbers for easy navigation.

- Executive Summary

A concise overview (approximately 200-300 words) summarizing the internship purpose, key activities, major findings, and overall reflections. Although placed at the beginning, it's often written last.

- Introduction

Outline the background of the internship, the organization's profile, and the objectives of the internship program. Clarify what you aimed to learn and achieve.

- Company Profile

Provide a detailed overview of the organization, including its history, mission, vision, core products/services, target markets, and organizational structure.

- Internship Objectives and Goals

Specify what you intended to accomplish during your internship. These could include specific skills to develop, projects to undertake, or knowledge areas to explore.

- Activities and Responsibilities

Describe your day-to-day tasks and responsibilities. Use sub-sections if necessary, such as:

- Market research and analysis
- Content creation and social media management
- Campaign planning and execution
- Data analysis and reporting
- Customer engagement initiatives

Be detailed about your role in each activity, tools used, and your contribution.

- Skills and Knowledge Gained

Highlight both technical and soft skills acquired, such as:

- Digital marketing techniques (SEO, SEM, email marketing)
- Data analytics (Google Analytics, Excel)
- Communication and teamwork
- Problem-solving and adaptability

Provide specific examples where possible.

- Challenges and Solutions

Discuss any difficulties encountered during the internship and how you addressed or overcame them. This demonstrates resilience and critical thinking.

- Key Projects and Achievements

Elaborate on significant projects you participated in, including their objectives, your role, outcomes, and lessons learned.

- Reflection and Learning Outcomes

Reflect on how the internship influenced your understanding of marketing, your career aspirations, and areas for further development.

- Recommendations

Offer suggestions for the organization or future interns based on your experience.

- Conclusion

Summarize your overall experience, emphasizing the value gained and how it aligns with your academic and professional goals.

- Appendices

Attach supporting documents such as sample marketing materials, reports, or data sheets.

- References

List sources referred to during your internship or report writing.

Key Elements to Include in a Marketing Internship Report

To make your report comprehensive and impactful, ensure it includes the following elements:

- Clear Objectives: State what you hoped to learn and accomplish.
- Specific Activities: Detail your tasks, avoiding vague descriptions.
- Quantitative Data: Incorporate metrics such as campaign reach, engagement rates, or sales figures to substantiate your contributions.
- Visual Aids: Use charts, graphs, and images to illustrate data and processes.
- Critical Analysis: Go beyond describing activities; analyze what worked, what didn't, and why.
- Personal Insights: Share your thoughts and feelings about the experience, demonstrating self-awareness.
- Professional Language: Maintain a formal and objective tone throughout.

Tips for Writing an Effective Internship Report in Marketing

- Plan Before You Write: Outline your report to organize your thoughts and ensure all sections are covered.
- Be Honest and Reflective: Transparency about challenges and failures adds credibility.
- Use Evidence: Support your statements with data, examples, and visuals.
- Maintain Clarity: Use simple language and avoid jargon unless necessary, explaining technical terms.
- Proofread and Edit: Check for grammatical errors, consistency, and coherence.
- Follow Formatting Guidelines: Adhere to any specific instructions provided by your educational institution or organization.

Sample Extracts from an Internship Report in Marketing

Introduction Sample

"During my three-month internship at XYZ Marketing Solutions, I was primarily involved in supporting digital marketing campaigns aimed at increasing brand awareness for small and medium enterprises. My goal was to gain hands-on experience in campaign planning, content creation, and data analysis, with a focus on understanding how digital strategies influence consumer behavior."

Activities and Responsibilities Sample

"One of my key responsibilities was managing social media accounts across platforms such as Facebook, Instagram, and LinkedIn. I scheduled posts using Hootsuite, monitored engagement metrics, and interacted with followers to foster community engagement. Additionally, I contributed to the development of a content calendar and assisted in designing promotional materials using Canva."

Skills Gained Sample

"Through this internship, I improved my proficiency in Google Analytics, enabling me to interpret website traffic data and assess campaign effectiveness. I also honed my communication skills by collaborating with team members and preparing reports for client presentations."

Conclusion

Crafting an internship report sample marketing that is thorough, reflective, and well-structured is crucial for showcasing your practical experience and professional growth. It requires careful documentation of your activities, honest reflection on challenges, and a clear presentation of your

achievements. Such a report not only fulfills academic requirements but also serves as a valuable tool for your future career, demonstrating your readiness to contribute to the dynamic field of marketing.

Remember, your internship report is more than a formality; it's a narrative of your journey into the marketing world—an opportunity to tell your story, highlight your skills, and set the stage for your professional future. Approach it with diligence, honesty, and enthusiasm, and it will serve as a powerful testament to your capabilities and dedication.

Question What should be included in a marketing internship report sample? A marketing internship report sample should include an introduction, objectives, tasks performed, skills gained, marketing campaigns analyzed, challenges faced, solutions implemented, results achieved, and a conclusion with future recommendations. How can I make my internship report sample in marketing stand out? To make your marketing internship report sample stand out, include detailed case studies, real data, visual aids like charts and graphs, personal insights, and demonstrate measurable results of your contributions. What are the key sections of a marketing internship report sample? Key sections typically include an executive summary, introduction, objectives, methodology, activities undertaken, findings, analysis, challenges, recommendations, and conclusion. How do I format a professional internship report sample for marketing? Use a clear and consistent structure with headings, subheadings, numbered pages, a table of contents, and professional fonts. Incorporate visuals where appropriate and ensure proper citation of sources. What is the ideal length for a marketing internship report sample? The ideal length varies but generally ranges from 10 to 20 pages, depending on the depth of work and requirements. Focus on clarity and conciseness rather than length. How can I include measurable results in my marketing internship report sample? Include metrics such as increased engagement rates, sales growth, website traffic, lead generation figures, or campaign ROI to showcase your impact. What common mistakes should I avoid in my internship report sample for marketing? Avoid vague descriptions, lack of data, grammatical errors, copying from templates without personalization, and omitting reflections on lessons learned. How important are visuals in a marketing internship report sample? Visuals like charts, graphs, and infographics are crucial as they help illustrate data, clarify points, and make the report more engaging and easier to understand. Can I include social media campaigns in my marketing internship report sample? Yes, including social media campaigns demonstrates practical experience. Detail your role, strategies used, platforms involved, and measurable outcomes. Where can I find templates or samples for a marketing internship report? You can find templates and samples on educational websites, university resources, professional networks like LinkedIn, or specialized internship report sample websites for guidance.

Related keywords: internship report template, marketing internship report, sample internship report, marketing report example, internship report format, marketing project report, internship documentation, marketing case study report, internship assessment, marketing internship summary

Internship report sample for architecture students

Internship Report Sample for Architecture Students

Embarking on an internship is a pivotal phase in the educational journey of architecture students. It bridges the gap between academic knowledge and real-world application, providing invaluable hands-on experience, industry insights, and professional growth. An internship report sample for architecture students serves as a vital document that not only reflects the learning outcomes and contributions during the internship but also enhances future career prospects. This comprehensive guide offers a detailed overview of how to craft an effective internship report, complete with a sample structure, essential content, and SEO tips to make your report stand out.

Understanding the Importance of an Internship Report for Architecture Students

An internship report is more than just a formality; it is a reflection of your professional development and understanding of architectural practices. It demonstrates your ability to analyze projects, apply theoretical knowledge, and communicate effectively with stakeholders.

Key Benefits of an Internship Report:

- Showcases your practical experience to potential employers
- Helps you articulate your learning outcomes
- Provides a record of your contributions and skills gained
- Enhances your academic portfolio
- Serves as a guide for future internships and projects

Components of an Effective Internship Report Sample for Architecture Students

Creating an organized and comprehensive internship report requires careful planning. Below are the essential components that should be included:

1. Cover Page

- Title of the report
- Student's name and registration number
- Name of the organization/institution

- Duration of internship
- Date of submission

2. Acknowledgment

Express gratitude to mentors, supervisors, and peers who supported your internship experience.

3. Table of Contents

Provide a clear outline of the report with page numbers for easy navigation.

4. Introduction

- Purpose of the internship
- Brief overview of the organization
- Objectives of the internship

5. Organization Profile

- Background and history
- Areas of specialization
- Key projects and achievements

6. Internship Activities and Responsibilities

Detail your daily tasks and the scope of your work, such as:

- Site visits and surveys
- Drafting and designing architectural plans
- Attending meetings and client consultations
- Preparing presentations and reports
- Software tools used (AutoCAD, Revit, SketchUp, etc.)

7. Learning Outcomes and Skills Developed

Highlight the knowledge and skills gained, such as:

- Practical application of architectural principles
- Project management skills
- Technical proficiency
- Communication and teamwork

8. Challenges Faced and Solutions

Discuss any difficulties encountered and how you addressed them, demonstrating problem-solving abilities.

9. Case Study or Project Details

Provide an in-depth analysis of a specific project you contributed to, including:

- Project overview
- Design process
- Your role and contributions
- Outcomes and client feedback

10. Reflection and Personal Growth

Share insights about your personal development, career aspirations, and how the internship influenced your understanding of architecture.

11. Recommendations

Suggest improvements for the organization or internship program based on your experience.

12. Conclusion

Summarize your overall experience and key takeaways.

13. Appendices and References

Include supplementary materials such as sketches, photographs, or detailed reports.

Tips for Writing an Effective Internship Report for Architecture Students

To ensure your report is impactful and SEO-friendly, consider the following tips:

- Use relevant keywords naturally, such as "architecture internship," "architectural projects," and "professional development."
- Maintain clarity and conciseness in your writing.
- Incorporate visuals like sketches, diagrams, and photographs to enhance understanding.
- Use bullet points and numbered lists for organized presentation.
- Proofread thoroughly for grammar, spelling, and formatting errors.
- Follow your institution's guidelines regarding format and content.

Sample Internship Report Outline for Architecture Students

Here's a simplified outline to help you structure your report:

- Cover Page
- Acknowledgment
- Table of Contents
- Introduction
- Organization Profile
- Internship Activities and Responsibilities
- Learning Outcomes and Skills Developed
- Challenges Faced and Solutions
- Case Study / Project Details
- Reflection and Personal Growth
- Recommendations
- Conclusion
- Appendices and References

Benefits of a Well-Structured Internship Report for SEO and Career Development

Creating a detailed and well-organized internship report not only fulfills academic requirements but also boosts your online visibility and professional credibility. Incorporate relevant keywords throughout your report to optimize search engine ranking, making it easier for future employers or collaborators to find your profile.

SEO Tips for Your Internship Report:

- Use keywords like "architecture internship report," "internship sample for architecture students," and "architectural project experience."
- Include descriptive meta descriptions when publishing online.

- Use headings effectively with relevant keywords.
- Share visuals with descriptive alt texts.
- Maintain a consistent format and professional tone.

Conclusion

An internship report sample for architecture students is an essential document that encapsulates your practical experiences, skills, and professional growth. By following a structured approach, including detailed descriptions, visuals, and reflective insights, you can produce a compelling report that showcases your capabilities and readiness for a successful career in architecture. Remember, your internship report is not just a requirement but a reflection of your journey and potential as an architect.

Start drafting your internship report today by referencing this comprehensive guide, and make your professional portfolio stand out!

Internship Report Sample for Architecture Students: A Comprehensive Guide to Crafting Your Professional Reflection

Embarking on an internship as an architecture student is a pivotal step in bridging academic knowledge with real-world practice. An internship report sample for architecture students serves as both a reflective document and a professional showcase of your growth, skills, and understanding gained during this critical period. Whether you're preparing for academic review, future job applications, or simply seeking to document your experiences thoroughly, understanding how to craft a compelling internship report is essential. In this guide, we will explore the key components, best practices, and a detailed sample framework to help you produce a comprehensive and impactful internship report.

Why Is an Internship Report Important for Architecture Students?

Before diving into the structure and content, it's essential to understand why an internship report holds significant value for architecture students:

- **Demonstrates Practical Experience:** It shows your ability to apply theoretical knowledge to real-world projects.
- **Reflects Personal and Professional Growth:** It documents your learning curve, challenges faced, and skills acquired.
- **Serves as a Portfolio Component:** A well-written report complements your portfolio by providing context and insight into your work.
- **Prepares for Future Opportunities:** It enhances your communication skills and prepares you for

interviews, presentations, or academic evaluations.

Key Elements of a Well-Structured Internship Report

An effective architecture internship report typically includes several core sections. Below is a detailed breakdown:

- Cover Page

- Title of the report (e.g., Internship Report on Architectural Practice at XYZ Firm)
- Your full name and student ID
- Name of the university and department
- Name of the internship organization
- Duration of the internship
- Date of submission

- Table of Contents

- List of sections and subsections with page numbers for easy navigation.

- Introduction

- Purpose of the internship
- Brief background of the hosting organization
- Objectives of the internship program

- Organization Profile

- Overview of the company/firm (history, mission, areas of specialization)
- Organizational structure
- Key projects and achievements

- Internship Activities and Responsibilities

- Detailed description of tasks undertaken
- Types of projects involved with (residential, commercial, landscape, etc.)
- Specific responsibilities (drawing, modeling, site visits, client meetings, etc.)
- Tools and software used (AutoCAD, Revit, SketchUp, Adobe Creative Suite, etc.)

- Learning Outcomes

- Technical skills gained
- Design and conceptual skills developed
- Project management insights
- Understanding of industry standards and regulations
- Soft skills (communication, teamwork, time management)

- Challenges Faced and Solutions

- Common issues encountered during the internship
- How these challenges were addressed
- Lessons learned

- Case Studies or Sample Projects

- In-depth analysis of one or two projects you contributed to
- Your role and contributions
- Design concepts and processes
- Visual documentation (photos, sketches, drawings)

- Personal Reflection

- Reflection on your overall experience
- How the internship influenced your career goals

- Areas for further development
- Suggestions for future interns

- Conclusion

- Summary of key takeaways
- Final thoughts on the internship experience

- Appendices

- Supplementary materials (project drawings, sketches, photographs)
- Certificates or awards received

- References

- Any references or resources cited

Tips for Writing an Effective Internship Report for Architecture Students

- Be Honest and Reflective: Clearly articulate your experiences, including successes and challenges.
- Use Visuals Effectively: Incorporate sketches, diagrams, photographs, and drawings to support your descriptions.
- Maintain Professional Language: Write in a formal, clear, and concise manner.
- Highlight Skills and Achievements: Focus on specific contributions and learnings.
- Proofread Thoroughly: Check for grammatical errors, consistency, and clarity.

Sample Outline for an Internship Report

Title: Internship Report at ABC Architects (June - August 2023)

Introduction

- Purpose and scope of the report
- Overview of the internship objectives

Organization Profile

- About ABC Architects
- Notable projects and company ethos

Activities and Responsibilities

- Site visits and measurements
- Drafting and modeling in AutoCAD and Revit
- Participating in design development meetings
- Creating presentation boards

Learning Outcomes

- Enhanced proficiency in CAD software
- Understanding of sustainable design principles
- Collaboration with multidisciplinary teams

Challenges and Solutions

- Managing tight deadlines
- Learning new software quickly
- Effective communication with clients

Project Case Study: Residential Housing Project

- Your role in conceptual design
- Design process and client requirements
- Final outcomes and feedback

Reflection

- Personal growth and future aspirations
- Advice for future interns

Conclusion

- Summary of key experiences
- Impact on professional development

Appendices

- Selected drawings and photographs

Final Thoughts

An internship report sample for architecture students is more than just a formality; it's a reflection of your journey through the practical world of architecture. By systematically documenting your experiences, skills, and insights, you not only fulfill academic requirements but also create a valuable artifact that highlights your readiness to enter the professional realm. Remember to personalize your report, incorporate visuals, and articulate your learning in a way that showcases your passion and dedication to architecture.

Preparing a thorough, well-structured internship report will serve as a cornerstone of your professional portfolio and set a strong foundation for your future career. Use this guide as a template to craft your own impactful report and take pride in sharing your unique architectural journey.

Question What should be included in an internship report for architecture students? An internship report for architecture students should include an introduction, objectives, details of the internship organization, tasks and projects undertaken, skills gained, challenges faced, and a conclusion reflecting on the experience. **Answer** How can architecture students make their internship report stand out? Students can make their internship report stand out by including detailed project descriptions, visual documentation like sketches and photographs, personal reflections, and insights gained from real-world architectural practices. What is a good sample structure for an architecture internship report? A good structure includes a cover page, table of contents, introduction, internship objectives, organization overview, internship activities, projects worked on, skills acquired, challenges faced, lessons learned, and a conclusion with future aspirations. Are there any specific formatting tips for an internship report for architecture students? Yes, use clear headings, include visual elements such as diagrams and sketches, maintain a professional font and layout, and ensure proper referencing of any external sources or project materials. Where can I find sample

internship reports for architecture students? Sample internship reports can be found on university websites, architecture department portals, online educational platforms, or by consulting your internship supervisor for example documents. How long should an architecture internship report typically be? The length varies depending on university requirements, but typically it ranges from 10 to 20 pages, including visuals, to comprehensively cover your experience without being overly lengthy.

Related keywords: architecture internship report, architecture student internship, internship report template, architecture project report, architecture internship documentation, sample architecture report, architecture internship example, architecture student report, architectural internship summary, internship report format

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