Student Name
Company Name/Address/Telephone/Email
Name and Title of Supervisor

1. EXECUTIVE SUMMARY

2. BACKGROUND OF HOST ORGANIZATION

3. BUSINESS OPERATION
   a. SWOT Analysis
   b. Organizational Structure (Draw if necessary)
   c. Marketing Strategy
   d. Competitive Strategy

4. RESPONSIBILITIES AS A STUDENT INTERN
   a. Duties
   b. Accomplishments
   c. New Knowledge Acquired
   d. Problems Encountered
   e. How Experience Impacts Your Career