

 [SPECIFY COMPLETE DATE]

[SPECIFY COMPLETE NAME]

[SPECIFY DESIGNATION OR JOB TITLE]

[SPECIFY COMPLETE UNIVERSITY OR INSTITUTION NAME]

[SPECIFY COMPLETE ADDRESS]

[SPECIFY COMPLETE DATE]

[SPECIFY COMPLETE NAME OF STUDENT]

[SPECIFY COMPLETE ADDRESS]

[SPECIFY CITY, STATE, ZIP CODE]

**Re: Internship of [OR SPECIFY NAME OF STUDENT INTERN]**

Dear [SPECIFY SALUTATION] [SPECIFY CONTACT’S LAST NAME],

I am writing this letter to present my Student Internship Report [OR SPECIFY NAME OF STUDENT INTERN]. This report summarizes my internship program [OR SPECIFY NAME OF STUDENT INTERN PROGRAM] at [SPECIFY COMPLETE NAME OF UNIVERSITY OR INSTITUTION] for [SPECIFY NUMBER] [SPECIFY TIME UNIT]. This report includes the following:

* [SPECIFY INCLUSION OF STUDENT INTERNSHIP REPORT] [SPECIFY INCLUSION OF STUDENT INTERNSHIP REPORT DETAILS]
* [SPECIFY INCLUSION OF STUDENT INTERNSHIP REPORT] [SPECIFY INCLUSION OF STUDENT INTERNSHIP REPORT DETAILS]
* [SPECIFY INCLUSION OF STUDENT INTERNSHIP REPORT] [SPECIFY INCLUSION OF STUDENT INTERNSHIP REPORT DETAILS]
* [SPECIFY INCLUSION OF STUDENT INTERNSHIP REPORT] [SPECIFY INCLUSION OF STUDENT INTERNSHIP REPORT DETAILS]
* [SPECIFY INCLUSION OF STUDENT INTERNSHIP REPORT] [SPECIFY INCLUSION OF STUDENT INTERNSHIP REPORT DETAILS]

Please contact me at the time of your convenience at [SPECIFY CELLULAR PHONE NUMBER] [SPECIFY LANDLINE NUMBER] or at [SPECIFY EMAIL ADDRESS]. I would welcome the opportunity to consult with you to explore how my findings could best meet your needs.

Sincerely yours,

[INSERT AUTHORIZED SIGNATURE]

[SPECIFY COMPLETE NAME OF STUDENT]

[SPECIFY COMPLETE STUDENT INTERNSHIP TITLE]

[SPECIFY UNIVERSITY DEPARTMENT OR SCHOOL]

[SPECIFY COMPLETE NAME OF UNIVERSITY]

[SPECIFY UNIVERSITY STUDENT NUMBER]

**PREFACE AND ACKNOWLEDGEMENTS**

This internship would never be possible without the help and continued support of my superiors, teachers, classmates, family, friends, and everyone who became part of my [SPECIFY NUMBER] [SPECIFY TIME UNIT] Student internship [OR SPECIFY NAME OF STUDENT INTERN] at [SPECIFY NAME OF INSTITUTION] in [SPECIFY NAME OF STUDENT INTERN LOCATION].

I would like to take this opportunity to thank my mentor [OR SPECIFY], [SPECIFY COMPLETE NAME OF MENTOR], and [SPECIFY NAME OF CO-MENTOR (IF APPLICABLE)], for your continuing teachings, advises, counsel, and never ending support for me during my student internship [OR SPECIFY NAME OF STUDENT INTERN].

I would like to express my sincere gratitude to my academic supervisor [OR SPECIFY] [SPECIFY COMPLETE NAME OF ACADEMIC SUPERVISOR] [SPECIFY COMPLETE NAME OF UNIVERSITY OR INSTITUTION] for the constant guidance, supervision and feedbacks which enabled me to prepare a well-executed report.

A very special gratitude goes out to all the staff, personnel, [OR SPECIFY] at [SPECIFY NAME OF STUDENT INTERN INSTITUTION], thank you for all of your patience with me.

I am perpetually grateful to my [SPECIFY FAMILY MEMBER], [SPECIFY NAMES OF FAMILY MEMBER], who have provided me with endless emotional support in my life. I am also truly thankful to my other family members and friends who have supported me along the way.

Lastly, I would also like to thank the following people who gave me important information which were necessary for analysis and provided me with feedbacks their assistance is gratefully appreciated:

[SPECIFY COMPLETE NAME OF PERSON(S)]

[SPECIFY COMPLETE NAME OF PERSON(S)]

[SPECIFY COMPLETE NAME OF PERSON(S)]

[SPECIFY COMPLETE NAME OF PERSON(S)]

[SPECIFY COMPLETE NAME OF PERSON(S)]

Thank you all for all of your encouragement!

**TABLE OF CONTENTS**

**1. SUMMARY OF INTERNSHIP**

1.1 [SPECIFY STUDENT INTERNSHIP REPORT NAME] Purpose [SPECIFY PAGE NUMBER]

1.2 [SPECIFY NAME OF STUDENT INTERN] Overview [SPECIFY PAGE NUMBER]

**2. INTERNSHIP BACKGROUND**

2.1 [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] Overview [SPECIFY PAGE NUMBER]

2.2 [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] History [SPECIFY PAGE NUMBER]

2.3 [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] Objectives [SPECIFY PAGE NUMBER]

2.4 [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] Products [SPECIFY PAGE NUMBER]

2.4 [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] Services [SPECIFY PAGE NUMBER]

**3. [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] BACKGROUND**

3.1 Consolidated Statement of Cash Flows [SPECIFY PAGE NUMBER]

3.2 Statement of Comprehensive Income for the Year Ended

 [SPECIFY MONTH] [SPECIFY YEAR] [SPECIFY PAGE NUMBER]

3.3 Projected Profit and Loss [SPECIFY PAGE NUMBER]

3.4 Projected Balance Sheet [SPECIFY PAGE NUMBER]

**4. [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] SUMMARY OF ACTIVITIES AND STUDENT RATING**

**1. SUMMARY OF INTERNSHIP REPORT**

**1.1 PURPOSE**

The intended purpose of this Student Internship Report [OR SPECIFY STUDENT INTERNSHIP REPORT NAME] is to provide my internship coordinator [OR SPECIFY INTERNSHIP COORDINATOR], [SPECIFY NAME OF INTERNSHIP COORDINATOR], a detailed documentation of my [SPECIFY NUMBER] [SPECIFY TIME UNIT] Student internship [OR SPECIFY NAME OF STUDENT INTERN] at [SPECIFY NAME OF STUDENT INTERN INSTITUTION] in [SPECIFY NAME OF STUDENT INTERN LOCATION]. Such Student internship [OR SPECIFY NAME OF STUDENT INTERN] is required for my [SPECIFY NAME OF DEGREE OR STUDY] at the [SPECIFY COMPLETE NAME OF UNIVERSITY] [SPECIFY NAME OF UNIVERSITY LOCATION]. This internship program helped me to learn about the practical scenario of becoming a [SPECIFY STUDENT OCCUPATION].

**1.2 OVERVIEW**

As part of my [SPECIFY NAME OF DEGREE OR STUDY] at the [SPECIFY COMPLETE NAME OF UNIVERSITY] [SPECIFY NAME OF UNIVERSITY LOCATION] curriculum, I spent [SPECIFY NUMBER] [SPECIFY TIME UNIT] as an intern at [SPECIFY NAME OF STUDENT INTERN INSTITUTION] in [SPECIFY LOCATION OF STUDENT INTERNSHIP INSTITUTION]. My main tasks as a [SPECIFY] intern include the following:

* [SPECIFY INTERNSHIP TASK] [SPECIFY INTERNSHIP TASK DETAILS]
* [SPECIFY INTERNSHIP TASK] [SPECIFY INTERNSHIP TASK DETAILS]
* [SPECIFY INTERNSHIP TASK] [SPECIFY INTERNSHIP TASK DETAILS]
* [SPECIFY INTERNSHIP TASK] [SPECIFY INTERNSHIP TASK DETAILS]
* [SPECIFY INTERNSHIP TASK] [SPECIFY INTERNSHIP TASK DETAILS]

**2.0 [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] BACKGROUND**

**2.1 [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] Overview**

[SPECIFY COMPLETE NAME OF INTERNSHIP COMPANY OR INSTITUTION] is a [SPECIFY TYPE OF COMPANY OR INSTITUTION] based in [SPECIFY INTERNSHIP COMPANY OR INSTITUTION MAIN HEADQUARTERS]. Since beginning business last [SPECIFY YEAR OF COMPANY OR INSTITUTION ESTABLISHMENT], [SPECIFY COMPLETE NAME OF INTERNSHIP COMPANY OR INSTITUTION] produces [OR DEVELOPS, MANUFACTURES OR SPECIFY] over [SPECIFY NUMBER] [SPECIFY MEASUREMENT UNIT] of [SPECIFY COMPLETE NAME OF INTERNSHIP COMPANY OR INSTITUTION PRODUCTS AND SERVICES] every [SPECIFY NUMBER] [SPECIFY TIME UNIT].

[SPECIFY STUDENT INTERNSHIP COMPANY NAME] focuses in providing [SPECIFY COMPANY PRODUCTS AND SERVICES] to [SPECIFY COMPANY TARGET MARKET] market in [SPECIFIC AREAS OR LOCATIONS COVERED]. [SPECIFY STUDENT INTERNSHIP COMPANY NAME] believes in fostering and developing trusted relationships with clients and partners [OR SPECIFY STUDENT INTERNSHIP PROPOSAL PHILOSOPHY]. Since it’s founding on [SPECIFY YEAR OF ESTABLISHMENT], [SPECIFY STUDENT INTERNSHIP COMPANY NAME] has established a strong presence in the [SPECIFY STUDENT INTERNSHIP COMPANY INDUSTRY] in providing [OR SPECIFY STUDENT INTERNSHIP PRODUCTS AND OR SERVICES].

**2.2 [SPECIFY STUDENT INTERNSHIP COMPANY NAME] History**

[SPECIFY STUDENT INTERNSHIP COMPANY NAME]’s story begins with the vision of [SPECIFY FOUNDER(S) COMPLETE NAME], a [SPECIFY UNIVERSITY DEGREE] graduate from the [SPECIFY COMPLETE NAME OF UNIVERSITY] born and raised in [SPECIFY COUNTRY], [SPECIFY FOUNDER(S) NAME] envision of creating a [SPECIFY] company.

[SPECIFY FOUNDER(S) NAME] is now the [SPECIFY JOB TITLE OR OCCUPATION] with extensive experience in the [SPECIFY INDUSTRY] industry. [FOUNDER(S) COMPLETE NAME] has worked with [SPECIFY PREVIOUS APPLICABLE EXPERIENCES] gaining experience in the STUDENT INTERNSHIP business and [SPECIFY INDUSTRY] industry.

Today, [SPECIFY STUDENT INTERNSHIP COMPANY NAME] serves a wide client base of [SPECIFY NUMBER] in over [SPECIFY NUMBER] [SPECIFY LOCATIONS OR AREAS COVERED], employing more than [SPECIFY NUMBER] people in [SPECIFY NUMBER] [SPECIFY AREA(S) OR LOCATION(S) COVERED].

**2.3 [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] EXECUTIVE OFFICERS**

[COMPLETE NAME OF EMPLOYEE] graduated from [SPECIFY COMPLETE NAME OF UNIVERSITY] with [SPECIFY UNIVERSITY DEGREE]. [EMPLOYEE LAST NAME] has gained extensive experience in the [SPECIFY MARKET(S) OR INDUSTRIES] and has gained additional background experience as a [SPECIFY PREVIOUS APPLICABLE EXPERIENCES].

[COMPLETE NAME OF EMPLOYEE] is a [SPECIFY UNIVERSITY DEGREE] graduate of [SPECIFY COMPLETE NAME OF UNIVERSITY] with [SPECIFY NUMBER] years of experience in STUDENT INTERNSHIP [OR SPECIFY].

[COMPLETE NAME OF EMPLOYEE] has [SPECIFY NUMBER] years of experience in STUDENT INTERNSHIP [OR SPECIFY] working as a [SPECIFY JOB TITLE OR OCCUPATION] in the [SPECIFY MARKET(S) OR INDUSTRIES].

**2.4 [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] OBJECTIVES**

[SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] aims to achieve the following objectives:

**Operational Objectives:**

In [SPECIFY NUMBER] [SPECIFY TIME UNIT], [SPECIFY NAME OF STUDENT INTERN COMPANY] aims to achieve reduced operational cost of $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] or a [SPECIFY NUMBER OF PERCENTAGE] % decrease compared to [SPECIFY TIME UNIT]

In [SPECIFY NUMBER] [SPECIFY TIME UNIT], [SPECIFY NAME OF STUDENT INTERN COMPANY] aims to achieve reduced costs in waste spending of $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] or a [SPECIFY NUMBER OF PERCENTAGE] % decrease compared to [SPECIFY TIME UNIT]

By [SPECIFY NUMBER] [SPECIFY TIME UNIT], [SPECIFY NAME OF STUDENT INTERN COMPANY] aims to invest in Total Quality Management amounting to $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY]

[SPECIFY NAME OF STUDENT INTERN COMPANY] aims to reduce error rates by [SPECIFY NUMBER OF PERCENTAGE] % in [SPECIFY NUMBER] [SPECIFY TIME UNIT].

[SPECIFY NAME OF STUDENT INTERN COMPANY] aims to reduce energy usage per unit of production, saving up to $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] or by [SPECIFY NUMBER OF PERCENTAGE] % in operational cost in [SPECIFY NUMBER] [SPECIFY TIME UNIT].

[SPECIFY NAME OF STUDENT INTERN COMPANY] aims to increase operational reliability by [SPECIFY NUMBER OF PERCENTAGE] % in [SPECIFIC AREA(s)] by [SPECIFY NUMBER] [SPECIFY TIME UNIT].

**2.5 [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] PRODUCTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Name** | **Product Description** | **Product Classification** | **Product Price** |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF PRODUCT] | [SPECIFY PRODUCT DESCRIPTION DETAILS] | [SPECIFY PRODUCT CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |

**2.6 [SPECIFY INTERNSHIP COMPANY OR INSTITUTION NAME] SERVICES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service Name** | **Service Description** | **Service Classification** | **Service Price** |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |
| [SPECIFY COMPLETE NAME OF SERVICE] | [SPECIFY SERVICE DESCRIPTION DETAILS] | [SPECIFY SERVICE CLASSIFICATION] | $[SPECIFY AMOUNT IN BULK] |

**3. [SPECIFY NAME OF STUDENT INTERN COMPANY OR INSTITUTION] FINANCIAL SUMMARY**

**3.1 Consolidated Statement of Cash Flows**

Below is the projected cash flow for [SPECIFY NAME OF STUDENT INTERN COMPANY] for the years [SPECIFY YEAR], [SPECIFY YEAR], [SPECIFY YEAR], [SPECIFY YEAR], and [SPECIFY YEAR] [OR SPECIFY YEAR RANGE].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** |
| **Operating Activities** |
| **Income before taxes** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Adjustments for:** |
| Depreciation, amortization and impairment losses | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Reversals of impairment losses | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Net unrealized foreign exchange (gains)/losses | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Interest income |  |  |  |  |  |
| Interest expense |  |  |  |  |  |
| Net (gains)/losses on sale of property, plant and equipment and intangible assets |  |  |  |  |  |
| Other non-cash income |  |  |  |  |  |
| **Operating profit before working capital changes** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Increase in receivables and other assets |  |  |  |  |  |
| Increase in inventories |  |  |  |  |  |
| Increase in accounts payable and other liabilities |  |  |  |  |  |
| **Cash generated from operations before interest and taxes** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Interest paid |  |  |  |  |  |
| Income taxes paid |  |  |  |  |  |
| **Net cash generated from operating activities- continuing operations** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Net cash (used in)/generated from operating activities- discontinued operations |  |  |  |  |  |
| **Net cash generated from operating activities** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Investing activities** |
| Purchase of trademarks and other intangible assets | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Proceeds from sale of trademarks and other intangible assets | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Purchase of property, plant and equipment | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Proceeds from sale of property, plant and equipment |  |  |  |  |  |
| Proceeds from sale of assets held for sale |  |  |  |  |  |
| Proceeds from sale of disposal group |  |  |  |  |  |
| Acquisition of subsidiaries and other business units net of cash acquired  |  |  |  |  |  |
| Proceeds from disposal of discontinued operations net of cash disposed |  |  |  |  |  |
| Purchase of short term financial assets |  |  |  |  |  |
| Purchase of investment and other long-term assets |  |  |  |  |  |
| Interest received |  |  |  |  |  |
| **Net cash used in investing activities- continuing operations** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Net cash used in investing activities- discontinued operations |  |  |  |  |  |
| **Net cash used in investing activities** |  |  |  |  |  |
| **Effect of exchange rates on cash** |
| Increase/(decrease) of cash and cash equivalents | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Cash and cash equivalents at beginning of year | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Cash and cash equivalents at end of period** | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |

**3.2 Statement of Comprehensive Income for the Year Ended [SPECIFY MONTH] [SPECIFY YEAR]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Notes** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** | **[SPECIFY YEAR]** |
| Sales | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
|  |
| Other revenue | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Costs of goods sold | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Distribution expenses | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Marketing and administration expenses |  |  |  |  |  |  |
| Research and development costs |  |  |  |  |  |  |
| Other trading income |  |  |  |  |  |  |
| Other trading expenses |  |  |  |  |  |  |
| **Trading operating profit** | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
|  |
| Other trading income | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Other trading expenses | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Operating profit** | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
|  |
| Financial income | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Financial expense | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Profit before taxes, associates and joint ventures** | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
|  |
| Taxes | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Income from associates and joint ventures | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| **Profit for the year** |
| of which attributable to non-controlling interests | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| of which attributable to shareholders of the parent (Net profit) | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
|  |
| **As percentage of sales** |
| Trading operating profit | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Profit of the year attributable to shareholders of the parent (Net Profit) | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
|  |
| **Earnings per share** | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Basic earnings per share | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Diluted earnings per share | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
|  |
| **Profit for the year recognized in the income statement** | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
|  |
| Currency retranslations, net of taxes | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Fair value adjustments on available-for-sale financial instruments, net of taxes | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Fair value adjustments on cash flow hedges, net of taxes |  |  |  |  |  |  |
| Share of other comprehensive income of associates and joint ventures |  |  |  |  |  |  |
| **Items that are or may be reclassified subsequently to the income statement** | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
|  |
| Premeasurement of defined benefit plans, net of taxes | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Share of other comprehensive income of associates and joint ventures | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| Items that will never be reclassified to the income statement | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
|  |
| **Other comprehensive income for the year** | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
|  |
| **Total comprehensive income for the year** | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| of which attributable to non-controlling interests | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |
| of which attributable to shareholders of the parent | [SPECIFY NUMBER] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] | $[SPECIFY AMOUNT] |

**3.3 Projected Profit And Loss**

[SPECIFY NAME OF STUDENT INTERN COMPANY] Three Year Profit and Loss Statement for the Time Period [OR SPECIFY TIME PERIOD] Ended [SPECIFY MONTH DAY YEAR]

|  |
| --- |
| **Pro Forma Profit and Loss** |
|  | [YEAR] | [YEAR] | [YEAR] |
| Sales | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Direct Cost of Sales | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Other Costs of Sales |  |  |  |
| **Total Cost of Sales** |  |  |  |
| Gross Margin |  |  |  |
| Gross Margin % | [PERCENT]% | [PERCENT]% | [PERCENT]% |
| **Expenses** |
| Payroll | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Marketing/Promotion | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Depreciation | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Repair & Maintenance | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Web Design | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Others | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| **Total Operating Expenses** | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
|  |
| Profit Before Interest and Taxes | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| **EBITDA** | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Interest Expense | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Taxes Incurred | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
|  |
| **Net Profit** | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| **Net Profit/Sales** | [PERCENT]% | [PERCENT]% | [PERCENT]% |

**3.4 Projected Balance Sheet**

[SPECIFY NAME OF STUDENT INTERN COMPANY] balance sheet is expected to accumulate a total sum of $[AMOUNT IN NUMERICAL VALUE] or [SPECIFY AMOUNT IN WORDS] in [SPECIFY CURRENCY] in the cash balance by the end of [SPECIFY YEAR].

|  |  |  |  |
| --- | --- | --- | --- |
| **Pro Forma Balance Sheet** | **[YEAR]** | **[YEAR]** | **[YEAR]** |
| **Assets** |
| Current Assets |
| Cash | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Other Current Assets | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Total Current Assets | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
|  |
| Long-term Assets |  |  |  |
| Long-term Assets | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Accumulated Depreciation | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Total Long-term Assets | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Total Assets | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
|  |
| Liabilities and Capital | [YEAR] | [YEAR] | [YEAR] |
| **Current Liabilities** |
| Accounts Payable | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Current Borrowing | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Other Current Liabilities | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Subtotal Current Liabilities | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Long-term Liabilities | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Total Liabilities | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
|  |
| Paid-in Capital | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Retained Earnings | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Earnings | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Total Capital | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
| Total Liabilities and Capital | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |
|  |
| Net Worth | $[AMOUNT] | $[AMOUNT] | $[AMOUNT] |

**4.0 [SPECIFY NAME OF INTERNSHIP PROGRAM] SUMMARY OF INTERNSHIP ACTIVITIES AND STUDENT RATING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Activity** | **Activity Details** | **Student Rating** | **Internship Supervisor Comments** |
| [SPECIFY NAME OF ACTIVITY] | [SPECIFY ACTIVITY DETAILS] | [SPECIFY STUDENT RATING] | [SPECIFY INTERNSHIP SUPERVISOR COMMENT(S)] |
| [SPECIFY NAME OF ACTIVITY] | [SPECIFY ACTIVITY DETAILS] | [SPECIFY STUDENT RATING] | [SPECIFY INTERNSHIP SUPERVISOR COMMENT(S)] |
| [SPECIFY NAME OF ACTIVITY] | [SPECIFY ACTIVITY DETAILS] | [SPECIFY STUDENT RATING] | [SPECIFY INTERNSHIP SUPERVISOR COMMENT(S)] |
| [SPECIFY NAME OF ACTIVITY] | [SPECIFY ACTIVITY DETAILS] | [SPECIFY STUDENT RATING] | [SPECIFY INTERNSHIP SUPERVISOR COMMENT(S)] |
| [SPECIFY NAME OF ACTIVITY] | [SPECIFY ACTIVITY DETAILS] | [SPECIFY STUDENT RATING] | [SPECIFY INTERNSHIP SUPERVISOR COMMENT(S)] |
| [SPECIFY NAME OF ACTIVITY] | [SPECIFY ACTIVITY DETAILS] | [SPECIFY STUDENT RATING] | [SPECIFY INTERNSHIP SUPERVISOR COMMENT(S)] |
| [SPECIFY NAME OF ACTIVITY] | [SPECIFY ACTIVITY DETAILS] | [SPECIFY STUDENT RATING] | [SPECIFY INTERNSHIP SUPERVISOR COMMENT(S)] |
| [SPECIFY NAME OF ACTIVITY] | [SPECIFY ACTIVITY DETAILS] | [SPECIFY STUDENT RATING] | [SPECIFY INTERNSHIP SUPERVISOR COMMENT(S)] |
| [SPECIFY NAME OF ACTIVITY] | [SPECIFY ACTIVITY DETAILS] | [SPECIFY STUDENT RATING] | [SPECIFY INTERNSHIP SUPERVISOR COMMENT(S)] |