

Undergraduate Internship Application Outline

1. Personal Information

- Full Name
- Contact Details (Phone, Email)
- Address
- University/College
- Degree Program
- Year of Study
- Student ID

2. Internship Details

- Position Applying For
- Internship Duration (Start and End Date)
- Preferred Department/Area

3. Academic Information

- Relevant Courses Completed
- GPA / Academic Performance
- Academic Supervisor (if applicable)

4. Skills & Experience

- Technical Skills
- Relevant Work/Volunteer Experience
- Language Proficiency

5. Motivation & Goals

- Statement of Interest
- Career Goals
- What do you hope to learn?

6. References

- Academic References
- Professional References
- Contact Information for References

7. Attachments

- Resume / CV
- Transcript
- Cover Letter

8. Declaration & Signature

- Declaration of authenticity and accuracy
- Applicant's Signature & Date

