

# Internship Application Outline

For Career Starters

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## 1. Applicant Information

- Full Name
- Contact Details (Email, Phone)
- Address
- LinkedIn Profile (optional)

## 2. Objective Statement

Briefly state your objective for applying for this internship and what you hope to achieve.

## 3. Education

- Institution Name
- Current Degree / Major
- Expected Graduation Date
- Relevant Coursework

## 4. Skills

- Technical Skills
- Soft Skills
- Languages

## 5. Projects / Extra-curricular Activities

- Project Title / Activity Name
- Brief Description
- Role / Impact

## 6. Work / Volunteer Experience (if any)

- Organization Name
- Position
- Duration
- Main Responsibilities / Contributions

## 7. References

- Name
- Relationship
- Contact Information

## Notes

Keep the document concise (1-2 pages). Tailor each section to the specific internship opportunity.