**Daily Accomplishment Report**

**Student Intern: <your full name>**

**Company: <your company name>**

**Designation: <your designation at chosen company>**

**DAILY WORK ACTIVITIES**

**WEEK 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY** | **DATE** | **DAILY ACCOMPLISHMENTS** | **NO. OF WORKING HOURS** |
|  | <what date> | <specify all tasks done for the day in bullet format> | <hours for each task done>  *<****no minutes****>* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**TOTAL NO. OF HOURS:**  <00>

Accomplished by:

<complete name with signature>

Student Intern

Certified by:

<complete name with signature>

Trainer/Immediate Supervisor

Enclosures: Scanned copy of Daily Time Record, Narrative Report