



Sample Intern Timesheet

We recommend you create a similar document in a spreadsheet so interns can input their hours and use the sum function or use your company time-tracking system. This is an example of projects and hours tracked.

Company Name:

Intern Name:

Date Submitted:

Date	Project/Event Name	Description	Time <i>(ex. 11am-3pm)</i>	Total Hours
4/13/20	Social Media Marketing	Reviewed social media content and created posts for week via Hootsuite	8-11am	3
			Total	3



			Hours=	
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