

Internship Application Tracker Guide

Applying to opportunities becomes much easier when you stay organized. This guide explains how students can track applications, deadlines, responses, interviews, and follow ups without getting overwhelmed.

What to Track

- Company or organization name
- Application deadline
- Date submitted
- Interview stage
- Follow up dates

Why Tracking Matters

Students often forget where they applied or when they should follow up. A tracker helps you stay organized and professional throughout the process.

Recommended Tools

- Google Sheets
- Notion
- Excel
- Calendar reminders