



LIST OF FREE TOOLS

Below is a list of free tools you might want to use during your internship.

Social Media

- **Hootsuite** – See and schedule posts for multiple social media accounts.

Design

- **Piktochart** – Make infographics and other creatives.
- **Canva** – Create or edit images.

Writing

- **Grammarly** – Compose bold, clear, mistake-free writing.
- **Thesaurus.com** – Find synonyms and avoid overusing words.

Project Management

- **Trello** – Organize, plan and visualize your workflow and responsibilities.

Organizational

- **Evernote** – Share, capture and organize notes.
- **Pocket** – Save articles, videos and stories you'll need later.

Communication

- **Facebook Messenger** – Stay in communication with other interns or your team.
- **Skype** – Call and message your co-workers.
- **Slack** – Send messages between small teams.

All-Purpose

- **Google Suite** – Share info with your team on Google Drive, Docs, Sheets and Calendar.