

# 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.