

-SAMPLE JOB OFFER LETTER-

**Jane Doe Company, Inc.**  
**1990 Jane Doe Street, Jane Doe, New York 11111**  
**(Tel) 212-212-2121 (Fax) 212-212-2121**

Date:

Dear (Student's Name),

We are pleased to offer you an Internship/CPT Position at (Company Name). We feel that your skills and background will be valuable assets to our team/company. Below is the information you requested about the position:

- ✓ **Company Name:**
- ✓ **Physical location of student's job:**
- ✓ **Number of hours worked per week: 20 hrs**
- ✓ **Official offer beginning and end dates:**     **Start Date - Sept 7<sup>th</sup>, 2018**  
                                                                           **End Date - Jan 3<sup>rd</sup>, 2019**
- ✓ **Job title:**
- ✓ **Job duties:** (Note: Must indicate graduate-level experience directly related to course of study)
- ✓ **Supervisor's name and email address**

Should you have further questions, please don't hesitate to contact me directly.

Sincerely,

**Jane Doe**  
President/Ceo/Manager/Supervisor  
Jane Doe Company, Inc.