

Example Job Offer Letter

The Company, (name)

1111 Job Street, Morehead, Ky 40351 (Address)
(Tel) (000) 000-0000 (Fax) (000) 111-1111 (phone and Fax numbers)

Date:

To: Morehead State University, Office of International Student Services

The Company Corporation would like to offer (student's name here) an internship position. Below is the information you requested about the position and our company:

Company Name: Company, Inc.

Physical location of student's job: 1111 Job Street, Morehead Ky. 40351

Number of hours worked per week: 40

Official offer beginning and ending dates: May 5, 2012 – August 20, 2012

Job title: Marketing Intern

Job duties: Student will assist in Web site design/maintenance, development of company brochures, and development of marketing strategies.

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

John Smith
President
The Company, Inc.