

### Company Letterhead

Your offer letter should have the company's official letterhead, including the official company name, logo, and address.

1

**USF World**  
Office of International Services

**Best Bulls, Inc.**  
1234 University Ave., Tampa, FL 33613  
(Tel) (813) 000-0000 (Fax) (813) 111-1111

Date: XX/XX/XXXX

To: University of South Florida Office of International Services

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

**Company Name:** Best Bulls, Inc.  
**Company Address:** 1234 University Ave., Tampa, FL 33613  
**Physical location of student's job:** 999 Bulls Way, St. Pete, FL 33701  
**Job title:** Engineering Intern

**Job duties:**

- Assists the Engineering Manager as assigned, with the research, development, testing, and proper design maintenance of all Best Bulls products.
- Assists with the development of engineering schedules, budgets, and projects as assigned.
- Learns and becomes proficient in the company operating system software and the engineering software programs.

**Official offer beginning and ending dates:** May 8, 2017 – August 4, 2017  
**Number of hours working per week:** 40  
**Supervisor Name:** Rocky Bull

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

Sincerely,  
*(handwritten signature here)*  
Jane Doe  
Hiring Official  
Best Bulls, Inc.

### Please note!

Your offer letter does not need to look exactly like this sample. But it should have all 8 elements shown here.

2

**Student's Name**

3

### CPT Location\*

Where the CPT will take place if different from address of company

### Remote Work

If the employment or internship is a remote experience, indicate that the job is a remote position. Do not put your home address as the CPT location.

4

**CPT Description including:**

- Responsibilities
- Learning Objectives

5

**Specific Start & End Date\***

6

**Number of Hours of CPT activity per week\*\***

7

**Supervisor Name**

8

**Hiring Official Signature**

\*You can start your CPT up to two weeks before the beginning of the term as long as it does not overlap with the previous semester. If you are graduating within the term of this CPT, your CPT end date must be the Friday of graduation week. If you are continuing your degree, your CPT may extend two weeks after the end of the semester.

\*\*Part-time CPT is limited to 20 hours or less per week. Full-time CPT must do 21 hours or more per week.