

Sample CPT Job Offer Letter

Company/Organization Letterhead Stationary

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.