

*Sample of
Employment Offer Letter for UL Lafayette
students applying for
CPT (Curricular Practical Training)*

Acme Company, Inc.

123 Easy Street, Lafayette, LA 70504
(Tel) (000) 000-0000 (Fax) (000) 000-0000

Date:

To: Office of International Affairs

_____ will be employed by our company from _____ to _____ .
(*student's name here*)

Physical location of student's job: 123 Easy Street / Lafayette, LA 70504

Number of hours worked per week: 20

Job title: Marketing Intern

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

Name of Supervisor: John Smith

Supervisor's Contact Phone Number: (000) 000-0000

Supervisor's E-Mail Address: jsmith@yahoo.com

Explain how employment is related to student's course of study.

_____ agrees to cooperate with the University of Louisiana at Lafayette in achieving
(*Company's Name*)
the curricular purpose of the student's Curricular Practical Training (CPT).

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

Sincerely,

John Smith
President
Acme Company, Inc.