*Sample CPT Job Offer Letter*

**Iggy & Company, Inc.**

**8765 Magis Drive, Jersey City, NJ 07306**

**Tel (201) 000-0000 Fax (201) 111-1111**

Date:

To: Saint Peter’s Center for Global Learning

The Iggy & 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:** Iggy & Company, Inc.

**Physical location of student’s job:** 8765 Magis Drive, Jersey City, NJ 07306

**Number of hours worked per week:** 20 (maximum)

**Official offer beginning and ending dates:** January 20, 2016 – May 17, 2016

**Job title:** Marketing Intern

**Job duties:** Student will assist in website 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,

F. Xavier

President

Iggy & Company, Inc.