

*Sample Job Offer Letter*

# **Name of the Company, Inc.**

**1400 Job Street, Valdosta, GA 31698  
(Tel) (734) 000-0000 (Fax) (734) 111-1111**

Date:

To: Valdosta State University Center of International Programs

The [*name of the company here*] 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:** Best Company, Inc.

**Physical location of student's job:** 1400 Job Street, Valdosta, GA 31698

**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  
Best Company, Inc.