

SAMPLE INTERNSHIP LETTER
(Should be on a company letterhead)

<<Date>>

Dr. Karl R. Wurst
Chairperson, Computer Science Department
Worcester State College
486 Chandler Street
Worcester, MA 01602

Dear Dr. Wurst:

I would like to set up an internship program between <<company name>> and Worcester State College for <<student's name>> during the <<semester period>>. During this internship <<student name>> will be working in <<department name>> and his/her responsibilities include:

<< List of duties>>

<<Student's name>> will work for approximately <<number of hours>> hours per week for a total period of <<total number of weeks>>. His immediate supervisor will be <<supervisor's name>>. <<Supervisor's name>> can be reached at <phone number> and his e-mail address is <e-mail address>.

Please do not hesitate to contact me if you have further questions.

Sincerely

<<Name>> and <<address>>

Note: If your company policy dictates a specific format we will accept it as long as it contains all the necessary information.