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To Whom It May Concern,

January 10, 2025

This letter serves to confirm that [Student's Name] has been offered an internship position with [Company Name] for the [Semester & Year] term. This internship is structured to meet the academic credit requirements set by Loyola University New Orleans, and the student will complete a minimum of [Number of Hours Required] over the course of the semester.

Internship Details

- Internship Title: [Position Name]
- Internship Supervisor: [Supervisor's Name & Title]
- Company Name & Address: [Company Name, Office Location]
- Start Date - End Date: [Start Date] – [End Date]
- Expected Hours Per Week: [# of Hours]

Internship Responsibilities

[Student's Name] will be responsible for assisting with the following tasks, including but not limited to:

- Social Media & Marketing: Assisting in content creation, post scheduling, and engagement analytics.
- Research & Analysis: Gaining an understanding of [industry-specific topic], contributing to research projects, and supporting strategy development.
- Special Projects: Working on [specific project, if applicable] that aligns with the student's academic and career goals.

Learning Objectives

During this internship, [Student's Name] will:

- Develop [specific skills] in [specific industry area]
- Gain hands-on experience with [tools, software, industry concepts]
- Enhance professional communication, teamwork, and analytical skills

I acknowledge that this internship is an integral part of [Student's Name]'s academic experience and will ensure they have the opportunity to meet their university's learning goals.

Please feel free to contact me at [Supervisor Email] or [Phone Number] if you have any questions or need further information.

Sincerely,

Supervisor Signature

[Supervisor's Name]
[Title]