



**GRADUATE CAREER MANAGEMENT CENTER  
Graduate Internship Course – Sample Employment Letter**

**(All employer letters must be on official company letterhead)**

August 7, 2006

Jane Smith  
654 West Broadway, Apt. 3  
New York, NY 10005

Dear Ms. Smith:

It is my pleasure to offer you the position of Intern, Business Development with The XYZ Company. You will be working under my supervision at our New York office at 786 Avenue of the Americas, 12<sup>th</sup> Floor. Your responsibilities will include identifying and researching markets in which to expand business, developing strategy for business development, and contacting and meeting with potential clients.

The position will entail 20 hours per week, at \$18/hour, starting August 30, 2006 and ending December 20, 2006 (**dates of internship must coincide with semester in which you are interning**).

If you have any questions or need any further information, please don't hesitate to contact me at (212) 123-4567.

Sincerely,

Mark Coleman  
Director, Business Development

**Graduate Career Management Center**  
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