

Internship Offer Letter Guidelines

Required Information

- Addressed to student intern
- Signed by director/manager/administrator of sponsoring institution/program
- Internship position title
- Name/Address (mailing and web) of sponsoring institution/program
- Required qualifications (optional)
- Duties and responsibilities
- Time period and number of hours per week, with tentative schedule, if possible
- Stipend, if any, or unpaid to be specified
- Direct supervisor name/title/contact information (phone and email)

Sample Letter

Dear [student intern],

We are pleased to offer you an internship position as [title] with [sponsoring institution/program], [mailing and web address]. The qualifications for the position are:

[list of qualifications - optional]

Your duties and responsibilities include:

[list of duties and responsibilities]

The period of this internship is [time period]. The position requires [number of hours per week] and the hourly wage is [stipend]. OR: This is an unpaid position and requires [number of hours per week]. Your schedule is [tentative schedule: on- and off-site]. During this internship you will report directly to [name of direct internship supervisor]m, [title]. S/he can be contacted at [contact information].

[Signature of director/manager/administrator of sponsoring institution/program]