SAMPLE EMPLOYER LETTER

**(Letter must be returned on company letterhead)**

**\*For all bolded, underlined phrases please replace with specific information\***

**Date**

Penn State Abington Business Internship Contacts:

Janet McNally, Faculty Internship Supervisor | jdm186@psu.edu

Career and Professional Development | internships-ab@psu.edu | 215.881.7393

Re**: Student Name**

Dear Prof. McNally & CPD Staff:

This letter serves as official notice that **Student Name** has been offered an internship for the **Fall/Spring/Summer Year** semester. The position will be structured to accommodate receiving 3 credits. The internship will begin on **date** and end on **date**, totaling 300 hours.

Duties will focus on the following (list all Business related activities):

**Job Duty #1**

**Job Duty #2, 3, etc.**

**Learning Objectives**

If you have any questions pertaining to the internship position, please do not hesitate to contact me at **employer phone number and/or email address**.

By signing here, I also certify that I am not a parent or guardian of this student intern.

Sincerely,

**Supervisor’s Signature**

**Supervisor’s Name**

**Title**

**Email**

**Phone Number**

**Business Internship Program-Level Goals & Objectives**

**Effective Communication** (Writing and Speaking)

* Formulate thoughts and ideas in written and oral business communication in ways that can be clearly understood by a target audience.
* Select, extract, and reference relevant information in response to business communication objectives (Research Skills).
* Convey ideas in clear, persuasive, concise and coherent writing.
* Make oral presentations that are clear, persuasive, concise and logical.

**Critical Thinking & Effective Decision Making**

* Structure, synthesize, analyze, evaluate, and summarize information, interpret the results of analysis, and transfer these skills across different business settings.
* Creatively and critically identify problems and multiple solutions (Research Skills).
* Generate multiple alternatives and assess implications thereof (Creativity).
* Apply quantitative and qualitative methods, interpret results, solve, and evaluate decision efficacy utilizing appropriate technologies.
* Identify logical strengths and weaknesses in arguments.

**Global and Diverse Perspectives**

* Respect and appreciate cultural and individual diversity.
* Analyze and understand local and global business dynamics and etiquette.
* Demonstrate awareness of and sensitivity to culturally determined norms.
* Demonstrate awareness of the effect personal values may have on intercultural communications and relationships.

**Teamwork and Leadership**

* Implement team and leadership skills within an organization.
* Demonstrate ability to collaborate with others.
* Demonstrate ability to lead a team effectively.
* Utilize effective group dynamics techniques.

**Knowledgeable Practice**

* Demonstrate core business competencies.
* Demonstrate fundamental knowledge of accounting, finance, information systems, management, marketing, operations, supply chain management, and the legal, ethical, and social implications of decision-making.
* Demonstrate functional knowledge within their option specialty.