

Written on Company/Organization Letterhead Stationery

Date: XX/XX/XXXX

To: USF Career Services

The Best Bulls Corporation would like to offer (**student's full name here**) an internship position. Below is the information you requested about the position and our company:

Company Name: Best Bulls, Inc.

Company Address: 1234 University Ave., Tampa, FL 33613

Physical location of student's job: 999 Bulls Way, St. Petersburg, FL 33701

(Note: If position is remote, just write "remote" for Physical location)

Job title: Engineering Intern

Job duties (or Learning Objectives):

- Assists the Engineering Manager as assigned, with the research, development, testing, and proper design maintenance of all Best Bulls products.
- Assists with the development of engineering schedules, budgets, and projects as assigned.
- Learns and becomes proficient in the company operating system software and the engineering software programs.

Official offer beginning and ending dates: May 8, 2023 – August 4, 2023

Number of hours working per week: 40

Pay: \$22 per hour

Supervisor Name/Job title: Rocky Bull, Chief Engineer

If you need further information, please do not hesitate to contact me directly.

Sincerely,

(handwritten signature here)

Jane Doe

Hiring Official

Best Bulls, Inc.