November 19, 2020

John Doe

Supervisor 1 (your position title)

Generica (name of company/organization)

123 Main St. (mailing address of company/organization)

Columbus, OH 43215

To CAF Selection Committee:

I am writing this letter to verify that Scarlett Gray has accepted an (insert position title; e.g., internship, research assistant, archive volunteer, etc.) role at my organization. The start date for the position Scarlett has is mm/dd/yyyy, and the end date is mm/dd/yyyy. The location of the job site where Scarlett will work is (insert city/state).

The position (choose *does* or *does not*) pay an hourly wage. (If a wage is provided, please specify the wage amount.) (If perks are provided in lieu of a wage, please list those. Examples include a parking pass, public transportation pass, stipend upon completion of the experience, etc.)

Scarlett will work an average of xx/hours a week while in the position. I will oversee her work. My business phone number is xxx-xxx-xxxx. (If you are not the supervisor, please provide the name, phone number, and email address of that contact.)

Sincerely,

John Doe

[jdoe@generica.com](mailto:jdoe@generica.com) (please include your email if you are the student’s supervisor)

Please share this letter with your internship applicant. They will submit it with the rest of their application.