

This document provides an employer a template to provide specifics about an Ohio State student's (prospective) internship. Please insert details about your organization and the specifics of the internship according to the guidance below. When completed, share with the student, who will submit this with the rest of their application.

[DATE]

[NAME OF SUPERVISOR]

[POSITION TITLE]

[NAME OF ORGANIZATION/COMPANY]

[MAILING ADDRESS]

CITY, STATE ZIP

To the Graduate Student CAF Selection Committee:

I am writing this letter to verify that [STUDENT FIRST AND LAST NAME] has accepted [POSITION TITLE e.g., internship, research assistant, archive volunteer, etc.] role at [ORGANIZATION NAME]. The start date for the position [STUDENT FIRST NAME] has is [MM/DD/YY], and the end date is [MM/DD/YY]. The location of the job site where [STUDENT FIRST NAME] will work is [CITY, STATE].

The position [INDICATE IF IT "does" or "does not"] pay an hourly wage. [IF WAGE IS PROVIDED, PLEASE PROVIDE SPECIFIC WAGE AMOUNT]. [IF PERKS ARE PROVIDED IN LIEU OF OR IN ADDITION TO A WAGE, PLEASE LIST THOSE – EXAMPLES INCLUDE PARKING PASS, PUBLIC TRANSPORTATION PASS, STIPEND UPON COMPLETION OF EXPERIENCE, ETC.]

[STUDENT FIRST NAME] will work an average of [XX]/hours a week while in the position. I will oversee [HER/HIS/THEIR] 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 INDIVIDUAL.]

Sincerely,

[YOUR NAME]

[YOUR EMAIL] (PLEASE INCLUDE YOUR EMAIL EVEN IF YOU ARE NOT THE STUDENT'S SUPERVISOR)