

Official letterhead  
& physical address  
of company.



*123 Terrapin Road  
College Park, MD 12345*

July 30, 2017

Terptown

123 Terrapin Road

College Park, MD 12345

Student Name

Internship mentioned

Name of Supervisor

Dear Jaime Terp:

We are happy to offer you an internship position with Terptown Accounting Department in our Maryland location. You will be working as an accounting intern. Your supervisor is Ms. Jane Doe. As an accounting intern, your duties will include:

- Assist with general accounting month-end closing procedures
- Reconcile general ledger accounts
- Prepare statements for external and internal reporting
- Assist with audit preparation

Specific job responsibilities

Dates of employment

Your dates of employment are from September 1, 2017 until December 15, 2017. You will work no more than 20 hours per week. The payment for this position is \$20.00 an hour. Please feel free to contact me should you have any questions about your internship. We are excited to have you on our team!

Compensation

Hours per week

Sincerely,

Signed by employer

John Smith

Student Intern Coordinator