

Sample CPT Job Offer Letter

Synergy Innovations

Michigan Hub
1234 Maplewood Drive, Ste 200
Mount Pleasant, MI 48858
(989) 555-5555

Date: [mm/dd/yyyy]

Synergy Innovations would like to offer *[Student Name]* an internship position at our Michigan Hub location. Below is the information you requested about the position and our company:

Company name: Synergy Innovations, Michigan Hub

Physical location of student's job: 1234 Maplewood Drive, Ste 200, Mount Pleasant, MI 48858

Number of hours expected per week: 20

Start/end dates of job: January 6, 2025 – May 2, 2025

Job title: Marketing & Social Media Intern

Job duties: Assist in developing marketing campaigns; support social media management and content creation.

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

Sincerely,



Alexandra Reed, Internship Manager
Synergy Innovations, Michigan Hub