

Carnegie Mellon University

Office of International Education

5000 Forbes Ave, Warner Hall 3rd Floor, Pittsburgh, PA 15213

Phone: (412) 268-5231 • Email: oi@andrew.cmu.edu • Web: www.cmu.edu/oi

Curricular Practical Training Employer Letter Template

F-1 1 students applying for Curricular Practical Training (CPT) must turn in a letter from their CPT employer containing the following information:

- Number of hours per week OR if the job is full or part-time
- Employer address with zip code
- Start and end-date of employment
- Job title and brief position description

If your employer would like to see an example of how the letter should be formatted, please provide them with the following template:

To be printed on company letterhead

STUDENT NAME

DATE

ADDRESS

Dear **STUDENT NAME**,

COMPANY NAME is pleased to offer you an **INTERNSHIP/PRACTICUM**, with the following terms:

- **Start and end date:** _____ to _____
mm/dd/yyyy *mm/dd/yyyy*
- **Number of hours per week:** _____ **OR, please check one:** ☐ Part-time ☐ Full-time
- **Job location address (street address, city, state, zip code):** _____
Street Address

City *State* *Zip Code*
- **Job title and brief position description:** _____

If you have any questions or need any further information, please contact **NAME OF SUPERVISOR** at **PHONE NUMBER AND/OR EMAIL**.

Sincerely,

SIGNATURE TITLE