



ABC Inc.

October 1, 2108

Mr. James Song
Wheaton College
Wheaton, IL

Dear James:

We are pleased to offer you the position of Intern this summer with ABC, Inc. Please find the following confirmation of your internship:

Position Title:	Summer Intern
Start date:	June 1, 2019
End Date:	August 15, 2019
Number of Work hours:	20 hours per week
Salary/Stipend:	\$15 an hour
Supervisor:	Mr. John Smith, Managing Director, 630-222-1234, jsmith@ABC.com

Internship Responsibilities:

- Develop on line marketing resources (webpages, videos, slideshows)
- Create sales presentations for prospective clients
- Work with department managers to analyze marketing resource effectiveness
- Attend weekly working group staff meetings

Office location: 100 Main Street, Wheaton, IL

We look forward to having you as an intern at ABC,Inc. this summer.

Sincerely,

Susan Brown
Internship Coordinator
ABC, Inc

ABC, Inc, 100 Main Street, Wheaton, IL 60189

