

# Carnegie Mellon University

## Office of International Education

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### Curricular Practical Training Employer Letter Template

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

- Employer name
- Number of hours per week OR if the job is full or part-time
- Employer address with zip code \*(see Additional Information Regarding Remote Internships)
- Start and end-date of employment
  - CPT internship dates must fall within the summer semester. You can find the summer internship calendar dates [here](#).
- Job title and brief position description

#### \*Additional Information Regarding Remote Internships

*[I'm applying for CPT for my remote internship. What address should I use for my CPT application as "employment address"?](#)*

- Make sure that both the work site address and the employer's address are listed in your employment offer letter.

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

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**SAMPLE EMPLOYER CPT OFFER LETTER**  
**MUST Be Printed On Company/Organization Letterhead Stationary**

**XYZ, INC.**

March 18, 2025

Mr. Andrew Carnegie  
123 Main Street  
Pittsburgh, PA 15213

Dear Andrew,

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

- **Position Title: Summer Intern**
- **Start Date: May 12, 2025**
- **End Date: August 22, 2025**
- **Number of Work Hours Per Week: 40 hours per week/Full-Time**
- **Employer Location: You will be working in our branch office at 100 Main Street, Cambridge, MA 02139**

Reporting Relationship/Supervisor: You will be reporting to John Smith, Managing Director of XYZ, Inc. Mr. Smith's may be contacted by phone (123-456-7899) or by email ([jsmith@xyz.com](mailto:jsmith@xyz.com)).

Internship Responsibilities: Your day---to---day responsibilities will include the following:

- Developing online marketing resources (webpages, videos, slideshows) for products
- Create sales presentations and surveys for prospective clients
- Work with department managers to analyze marketing resource effectiveness
- Attend weekly working group staff meetings

Should you have any questions regarding the specifics of your internship, please contact me by phone (123-456-7899) or by email ([jsmith@xyz.com](mailto:jsmith@xyz.com)).

Sincerely,

John Smith  
Internship Coordinator, Human Resources XYZ, Inc.