

**Official Letterhead of Organization/Company**

Company mailing address

Company Phone number

Date

Dear {Student's Name}

This letter serves as a notice that you have been offered a position to fulfill OPT in the field of {major} at the {Company name}.

Your Job Title will be:

The following duties will be expected of you.

{Next, you will list several job duties for the student that matches their major. See example below}

- Sales Management- learning to set up appointments, one time and recurring, enroll members into different programs and events. Document all activities each day.
- Marketing- assisting the director in their advertisement and promotional efforts for the program such as creating flyers, updating the website, and the social media accounts.
- Managing the Pro Shop-= purchasing equipment and managing inventory. Mastering customer relation skill such as answering phone calls, emails, and receiving members in the shop; understanding inventory procedures and controls; learning point-of-sales through the clubs billing system
- Strategic Planning- balancing budgets, and the financial/inventory forecast for the remainder of year.

Since you are an F-1 international student, you need to be authorized by NCWU to work. We look forward to you joining our team once your OPT Form I-20 listing us as your employer and EAD card have been issued. Please let me know if you have any questions. This position will be effective starting {beginning date} until {ending date} and will be more than 20 hours per week.

Your supervisor will be: \_\_\_\_\_ Email address of supervisor: \_\_\_\_\_ Supervisor  
phone number: \_\_\_\_\_ Physical address of where the student will work: \_\_\_\_\_

Sincerely,

Employer signature

Employer Name

Employer address

Employer email address

Employer phone number