

**SAMPLE JOB OFFER LETTER**  
*for F-1 Curricular Practical Training*

**Company/Organization Letterhead**

**[DATE]**

**[STUDENT'S NAME]**  
**[STUDENT'S ADDRESS]**  
**[STUDENT'S CONTACT INFORMATION]**

Dear **[STUDENT'S NAME]**,

We are very pleased to offer you the position of **[JOB TITLE]** with **[COMPANY NAME]**. Please find the following confirmation of the specifics of your work:

Position Title: **Accounting Assistant**

Start Date: **(1<sup>st</sup> day of Quarter in which you were registered to)**

End Date: **(Last day of Quarter in which you were registered to)**

Number of Work Hours Per Week: **20 hours per week**

Salary **(optional)**: **\$15.00 per hour**

Supervisor: You will be reporting to **[SUPERVISOR'S NAME and TITLE]**.

**[Supervisor's Contact Information]** may be contacted by phone at **(xxx-xxx-xxxx)** or by email **(xxxxxxx@xxx.com)**.

**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**

*(Examples of duties and responsibilities)*

Office Location: You will be working in our branch office at **[Company Location]**.

Should you have any questions regarding the specifics of your internship, please contact me by phone (xxx-xxx-xxxx) or by email (xxxxxxx@xxx.com),

Sincerely,

**[Signature over Supervisor's Printed Name and Title]**

All items in **RED ink** are **REQUIRED** to be provided while items in **BLUE ink** are **OPTIONAL**



## CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

Last Name	First Name
Major: <input type="checkbox"/> MBA Concentration <input type="checkbox"/> MIS <input type="checkbox"/> IBM <input type="checkbox"/> ENT <input type="checkbox"/> ACCTG	SEVIS ID Number:
Birth Date:	Email:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Phone#:

Applying Quarter: \_\_\_\_\_  
Quarter Year

CPT Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

Company Name:	Job Position:
Company Address:	
Job Description:	
How does your job relate to your major?	
Student's Signature:	Date:

OFFICE USE ONLY	
Approved	Conditionally Approved: _____ Declined: _____
_____	
_____	
Chief Academic Officer Signature: _____	Date: _____



CPT STUDENT REGISTRATION FORM

Office Use Only
Year:
Quarter: Winter Spring Summer Fall

Please print clearly and accurately.

Date

Last Name, First M. Date of Birth
Street City State Zip
Email Phone

Table with 7 columns: 1. CPT Application, 2. Job Offer Letter, 3. CAO Interview, Course Number, Course Title, Units, Total Tuition. Row 1: Initial, Initial, Initial, MA 750, Curricular Practical Training Course, 2, \$200

- 1. To continue applying for CPT with the same position & company, only fill out CPT Request form & Registration Form.
2. The Job offer letter must meet the requirements (See the sample letter for more details)
3. New applicants must meet with the CAO for approval.
Continuing applicants must meet with the CAO if the student's job position and/or company changes.

A \$35 Fee will be assessed to any return check, either for Non-Sufficient Funds or for Stop Payments.

By signing this form, I acknowledge that I have read and understand the contents of this form and agree to the policies and procedures of registration.

Student's Signature

Office Use

- NEW CONTINUING
1. CPT Application 2. Job Offer Letter 3. CAO Interview 4. Payment
5. CPT I-20 issued/Date

Received by Date

Approved by Date

# **REMINDER:**

**Your completed  
Employer  
Evaluation Form  
is to be submitted  
via your CPT  
Moodle page  
at the end of the  
quarter.**



**California Trinity School of Business**  
**Employer Evaluation of CPT Student Worker Form**

Student Name:					Date:				
Evaluation Period:            From					To:				
Describe work assigned:									
Rating:    In the boxes below, rate the student on each of the items below as <b>Outstanding (O)</b> , <b>Very Good (VG)</b> , <b>Average (A)</b> , <b>Below Average (BA)</b> , or Not <b>Applicable (NA)</b> . Put a check mark in the boxes below.									
O	VG	A	BA	NA					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Completes work accurately and thoroughly			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Completes work timely and has ability to work under pressure			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	Understands assignments, follows instructions and takes initiative			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Has ability to adjust to non-routine assignments and to make decisions			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	Works independently, keeps constructively busy and mentally alert			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	Analytical ability and judgment; sensitivity to problems and ability to resolve			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	Has healthy attitude and is cooperative in working relationships with staff			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.	Exhibits diligence and perseverance; performs tasks with industry and drive			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.	Accepts responsibility; is trustworthy and conscientious			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.	Exhibits neatness and clarity of work			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.	Creates positive impression with client personnel			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.	Exhibits creativity			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13.	Appearance appropriate to professional work; neat and well groomed			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.	Written communication skills			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15.	Verbal communication skills			
<b>Enter comments below, which describe the student's performance for you.</b>									

Strong points which were evident:
Recommendations for improvements:

Signature of Employer: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

This evaluation should be discussed with the student and a copy submitted to the CTU Admin Office as soon as possible.