



LETTER MUST BE ON COMPANY LETTERHEAD

MEC program Chair/Designee or Career Services Administrator

Department Name

Medgar Evers College

1650 Bedford Avenue

Brooklyn, NY 11225

Date

Dear MEC Internship Coordinator,

The **(company name)** is pleased to offer **(student)** an internship for the **fall 2026** semester in our **(name of the department)** department. This internship will be offered starting date through end date. (student name) will perform the following duties:

Intern Job description:

- Communicate at a highly proficient level, both verbally and in writing. This is extremely important as the student will be assisting with résumé and cover letter revisions.
- Participate in career fairs, job readiness and employer events.
- Greet all visitors to the Center (students, alumni, faculty, staff, and employers) and make phone calls to employers and students in a professional and upbeat manner.
- Fully understand and effectively market and encourage participation in career services programs.
- Create bulletin boards, flyers, brochures, and other marketing and educational resources.
- Commit to deadlines and complete projects on time.
- Work independently but be willing to take directions and ask questions to ensure projects are in-line with the Senior Director's vision.
- Suggest new ideas related to the mission of the Office of Career Management Services.
- Utilize Microsoft Office and other computer programs (especially Excel, PowerPoint, Publisher, Word, Adobe Photoshop and Illustrator) at a high-level or be willing to learn the high-level features of these programs.
- Think critically and find solutions to problems.
- Utilize office equipment (phone, fax, copier, computer, etc.).
- Maintain respectable character both on campus and in the community.
- Report to work at the agreed-upon time, ready to work.
- Attend to assigned duties on the job and not conduct personal business at work.
- Other duties as required.

This internship will be **(part-time up to 20 hours per week/full-time)** and will be credit-bearing **and/or** paid at a rate of **(dollar amount)/hour and/or** both. We are certain that **(student)** will be an asset to our organization. If you need further information, do not hesitate to call me at 718-555-5555 or email me at internship.supervisor@abc.org.

Thank you,

Internship Worksite Supervisor Signature:

Internship Worksite Supervisor Printed: