## 

## **Sample Offer Letter – International student**

**Agency Letterhead Stationery**

Date: February 13, 2017

Ms. Mary Student

Your University

Salem, Oregon 97301

Dear Mary,

We are very pleased to offer you the internship position of this summer with Department of Administrative Services, Chief Human Resources Office. Here are some details of the position:

**Position Title**: Operations and Policy Analyst 1 (Temporary)

**Job Description**: Assist the Workforce Development & Collaboration Unit on multiple projects.

**Responsibilities and duties include**:

• Research, review data analysis and make recommendations on management, leadership and difficult to fill positions, for succession planning purposes in the executive branch. Multi-models or options to be used to best fit size, mission and complexity of organization.

• Partner with HR advisors to align an executive on-boarding program with a recommended template for overall management service onboarding. To include the design and structure for a leadership and management learning partner/mentoring program.

• Provide data analysis and research expertise to the HRIS project team in terms of selecting a change management vendor provider.

• Design and deliver change management training, education and resources for HRIS and other enterprise wide projects and initiatives.

**Location of work site**:

Department of Administrative Services

Chief Human Resources Office

155 Cottage St NE

Salem, OR 97301

**Number of hours per week**: full time from June 1, 2017, to August 15, 2017.

**Wage**: (if applicable)

**Benefits:** (if applicable)

(Regarding wage and benefits, paid international interns should be treated as any temporary employee hired within your agency)

**Start Date:** June 1, 2017

**End Date:** August 15, 2017

**On-site supervisor:** Sam Supervisor, Chief Human Resource Officer

Please contact me if you need any additional information in order for Milena to complete her work authorization approval.

Sincerely,

Sam Supervisor

Chief Human Resources Officer

Department of Administrative Services