

## **Company Letterhead**

**Date:**

To: Marine Corps Base Camp Lejeune-New River,  
SkillBridge Program Office

The (company name) would like to offer (Service Member's name) an internship position.

The term of this internship begins on (start date) and ends on (completion date). (Service Member's name) would be interning from (8:00am) to (5:00pm), (Monday through Friday) at (physical location address).

**Proposed Opportunity:** Clearly describe the vision of the activities of the internship, and the tangible benefits and value to the Service Member. Include the job title, position description, and confirm that this is an UNPAID opportunity.

*Clearly define any out-of-pocket costs associated to the Service Member.*

**Background:** Provide a summary of the current state of the company and years of operations, including start date, business structure, services, number of employees, location and territory of coverage.

Clearly state the job probability at the end of the internship.

The point of contact for this company is (contact name, title, company, address, phone, email, and role of who will be overseeing and responsible for the day-to-day activities of the Service Member).

Signed by Human Resource Manager/President