

SAMPLE ADVISOR'S LETTER FOR ACADEMIC TRAINING

must be printed on departmental letterhead

MEMORANDUM

TO: Lillian and Emanuel Slutzker Center for International Services

FROM: Name
Title

RE: Recommendation for Academic Training
for _____

DATE:

This letter is written to verify that _____ completed/will complete all requirements for the _____ degree in _____ on _____ . It is an integral/critical part of this degree program that a student gain practical experience in the field because _____

This student has an opportunity to pursue academic training with the employer indicated below. I have discussed this opportunity with him/her and believe that this employment opportunity will provide the academic training s/he needs.

(Write a brief description of the work experience including:

- Title of the position the student will be holding if known.
- Name and address of the employer and name of the student's supervisor.
- Beginning and ending dates of the work experience and the number of hours per week the student will be working.
- A brief explanation of how this training relates to the student's field of study.)

I recommend that s/he be allowed to pursue this academic training