

California State University, Northridge
International and Exchange Student Center
Curricular Practical Training (CPT): Sample letter from instructor

Date

To: The Foreign Student Advisor for _____
(name of student)

International and Exchange Student Center
USU Bldg. C, 18111 Nordhoff Street, Nordhoff street, Northridge, CA 91330-8445.

From: Name of instructor
Name of department
Department phone number.

Dear Advisor,

This is a letter of support for Name of student to have a Curricular Practical Training/internship at Name of Company. This applicant for spring internship has demonstrated an interest in improving the learning of major/field of study in a professional world.

Name of student will perform the day to day financial forecast and also analyze the different strategies on how to improve the company's standing in the market. The job's description shows many related materials with the Finance courses at CSUN. Analyzing and comparing the financial forecast of a company with the industry is one of the main topics in lower division and upper division Finance class, especially FIN 435 which discuss about financial ratios and comparison. Based on the job's description as a financial analyst in Name of Company, I believe that Name of student will receive a professional development opportunities in Financial area that can improve the applicant's skills and knowledge in the finance world.

I hereby support this applicant to have a paid-internship during this spring semester.

Sincerely,
Signature