FSU | HERBERT WERTHEIM COLLEGE OF BUSINESS

Florida State University

222 S. Copeland Street, Tallahassee, FL 32306

Phone: (850) 644-2525 | www.fsu.edu

Month XX, 20XX

Dear Applicant,

On behalf of Florida State University, I am thrilled to formally offer you the position of Management & Operations Intern within our Wealth Management Department for the Fall 2026 semester.

In this role, your internship will begin on Month XX, 20XX, and conclude on Month XX, 20XX.

You will be expected to work 12 hours per week, allowing you to easily complete 180 total hours

over the 15-week term. This is a paid position compensated at a rate of $16.00 per hour.

During your time with us, you will work closely with our operational teams on client management,

financial reporting, and business growth strategies. Your core responsibilities will include:

- Conducting market research and organizing client portfolio review files.
- Assisting with the onboarding process for new corporate and individual accounts.
- Participating in weekly strategy meetings, tracking department KPIs, and drafting client communication summaries.

You will report directly to me, _____. You can reach me directly by phone at (XXX) XXX-XXX or via email at _____@_____.com.

Our physical office is located at 222 S. Copeland Street, Tallahassee, FL 32306.

We are excited about the prospect of you joining our team this semester! Please let me know

if you have any questions.

Warm regards,

[Signature]

Supervisor’s Name

Supervisor’s Title

Company Name

Supervisor's Company Email