

COMPANY FORM

REFERENCE LETTER

Compulsory contents of the letter:

- Name and last name of the student
- Student of the Graduate School of Management of SPbU of 2/3 year of **bachelor** program 080200 “Management” (specialization “...”)/081100 «Municipal management»
- Student of the Graduate School of Management of SPbU of the 1 year of master program “International Business” / “Corporate Finances” / Informational Technologies and Innovative Management” in the program 080200 “Management” (specialization “....”)
- Company, department, term of an internship, position – INTERN, internship supervisor with the contact details
- Basic duties performed during an internship, objectives, projects in which the student was involved
- Knowledge and skills gained by the student (professional and personal)
- Student’s remarkable features
- References

Position (Company’s Director / Head of the Department / Internship’s supervisor / Head of HR Department)

Signature (Name in full)

Stamp of the Organization