



Date: 09/25/08

Hidalgo County Tax Office
Mr. Armando Barrera
P.O. Box 178
Edinburg, TX 78540-0178
956-973-7825

Dear Mr. Barrera,

This letter is in regards to STVT Computer Accounting Student, **Elvira Perez**. Elvira has expressed interest in doing her internship at the Hidalgo County Tax Office in Weslaco. This letter is a request for consideration to host **Elvira** at your office.

If accepted, **Elvira** would be assigned to you for a period of six weeks, for 4 hours per day, Monday through Thursday for a total of 96 hours. The start date would be: 10/06/08. As a student enrolled in the school, **Elvira** should not receive financial remuneration from you and will be expected to abide by the rules and regulations of your facility.

In order to comply with administrative requirements of South Texas Vo-Tech, an affiliation agreement will need to be signed by both parties. Please see enclosed.

In order to ensure that the student receives credit for her externship, the site manager will need to sign a completed timesheet each week and complete an evaluation of the student to be turned in by the end of the fifth (5th) week. The Externship Coordinator will make periodic on-site visits and calls whenever possible to check in with the student and the site supervisor.

This experience in your facility will help to provide our students with a better overall view of their chosen field and your assistance is greatly appreciated.

Again, thank you for your willingness to participate in the education of a more fully informed employee.

Sincerely,

Raquel Reyes-Diaz

Raquel Reyes-Diaz
Externship Coordinator
246-4729
rreyes@stvt.edu

one
2008 OCT 2 PM 9 31

BUDGET OFFICE
HIDALGO COUNTY