

Employer Letterhead

May 1, 2022

Kentucky State University
Office of International Student Experiences
105 University Drive
Frankfort, KY 40601

RE: San Zhang

Dear Kentucky State University:

We are pleased to extend a paid internship opportunity for the Fall 2022 academic semester to Kentucky State University student San Zhang, subject to the requirements outlined below:

As discussed with San, the internship would be based at our Frankfort Office location. I would begin during the week of September 6, 2022 and it would conclude on December 10, 2022. San would work a maximum of 20 hours per week. He would be compensated at a rate of \$10.00 per hour assuming that San demonstrates legal work eligibility prior to commencing the internship.

As part of his experience during the internship, San would be exposed to most areas of our independent insurance agency environment. We anticipate that San would learn a great deal about the operations aspect of a mid-sized agency through involvement in client and company meetings, as well as through participating in some of our formal training programs. He can also expect involvement in the more routine parts of the agency environment—including work in data entry, word processing, and other customer service areas.

If you require any additional information about the internship, please do not hesitate to contact me my phone or by email to john@insuranceagency.com any time.

Best regards,

John Doe