



CITY OF HARTFORD  
OFFICE OF THE CITY TREASURER

ADAM M. CLOUD  
CITY TREASURER

Dr. Beth Schiavino-Narvaez  
Superintendent  
Hartford Public Schools  
960 Main Street  
Hartford, CT 06103

Dear Superintendent Schiavino-Narvaez,

The Office of the City Treasurer is officially launching its first "**Internship Program**" this summer for junior and senior high school students that live in Hartford. The students will have an opportunity to learn about corporate governance, finance and business administration while gaining experience that will help them to develop skills and work within a professional setting.

It would be an honor to partner with your office in identifying students that would be interested in participating and benefiting from the program.

The Internship Program will be conducted from on **July 8th through August 5th**. The students will attend morning workshops followed by a placement into one of the investment management or banking institutions that the City works with for hands on experience. The students will be paid provided they successfully complete the program. The amount that they will be paid will be determined once we receive the corporate contributions from the institutions participating in the program.

The eligibility requirements of the program are as follows: The student must complete an application online (<http://treasurer.hartford.gov>), provide proof of Hartford residency and a copy of their most recent school report card. They can mail the information to the Office of the City Treasurer, 250 Constitution Plaza, 2nd Fl Hartford, CT 06103 or they can submit it via email: [sierc003@hartford.gov](mailto:sierc003@hartford.gov). **Please note** that the deadline line in submitting the **internship application** is **May 30th**.

If you have any questions or plan to assign one of staff to work with us, please contact Assistant City Treasurer Sierra at (860) 757-9107.

I believe that this internship program will be a tremendous opportunity for our students to become exposed to the financial services industry, by providing them with real life experience that will help them become familiar with a potential career path that historically neglected them.

I look forward to working with you in this great endeavor.

Sincerely,

Adam M. Cloud  
Treasurer

Cc: Chairman Richard Wearing

