6789 South Ridge Road

Mayberry, OH  44057

 440-969-1234

youremail@bethanywv.edu

February 2, 2018

Mr. John Smith

Human Resources Director

Captains Baseball Team

Address
City, ST  ZIP

Dear Mr. Smith,

It’s with great enthusiasm that I am sending this letter and the enclosed resume respectfully requesting consideration for a summer internship with your organization.

I am currently in my junior year at Bethany College, in Bethany, West Virginia. I am majoring in communication, digital media, and production and am currently on the women’s basketball team. An avid sports fanatic all my life, I am a big Cleveland sports fan and have been involved in sports in northeast Ohio for many years. I have worked for the last three years on campus in the video department where my duties have included filming games for our football, baseball, and softball teams.

Thank you for taking the time to consider my request and review my resume. I truly look forward to possibly having the opportunity to interview to become part of your team.

Sincerely,

Jane Doe