August 30, 2018

Mr./Ms. Firstname Lastname

Title

XYZ Company Name

5678 Main Street

Mayberry, WV 67890

Dear Ms. Lastname,

I am very interested in the Assistant Sports Manager summer internship with XYZ Company.

As a huge sports fan, I was excited to see the posting for this position. I have played this sport for several years during which time I also have been attending college to major in Sports Management. Having played football, I feel that I have an advantage that will help me be a better manager because I understand the player’s point of view.

However, I knew that one day I wanted to go from playing to managing teams, so I began preparing for the transition. My experience in managing game day preparations and ticket sales at Bethany College football games, as well as running a basketball tournament on campus and being a Sports Management student in my senior year, makes me an ideal candidate for the Assistant Sports Manager intern.

My time at Bethany College has given me a solid foundation for this internship, and I am comfortable performing a wide range of job duties. I have the ability to ensure all business is handled professionally and properly, so the team can concentrate on practicing and winning. I am eager to contribute my enthusiasm and skills to the XYZ Company. You can reach me for an interview by calling (304) 123-4567 or emailing myemailaddress@bethanywv.edu. I am looking forward to meeting with you soon to discuss the details in person.

Respectfully,

John Doe

Enclosure: Resume