

Name

Address / Cell (123)456-7890 / name@citadel.edu

Dear Mrs. _____ (address it to a person, when possible),

I am writing to express my interest in a position as Operations Intern (name the position) with the Baseball Hall of Fame's Leadership Development Program (name the organization).

The National Baseball Hall of Fame is an organization with a strong belief in community partnerships. I also have a strong commitment to community service (start by identifying their mission or vision and how YOU connect to the mission). I have been a student volunteer for over five years with organizations like East Cooper Community Outreach and the Walk for Water Mission. This experience, combined with my degree in Sport Management, has helped me develop a strong work ethic and time management skills. Additionally, I have both practical knowledge and specific skills which meet your needs:

My Qualifications (show you read the job description and highlight some things they want that you have)

- As a Marketing Intern for The Citadel Bulldogs, I support game-day operations and promotions to increase crowd participation and sales.
- I have customer service experience greeting alumni and managing game-day halftime activities.
- As a sophomore in the Health and Human Performance program at The Citadel, I have successfully developed the ability to work independently and in a team. I perform well in a fast-paced and demanding, military environment.
- I have two years of experience in customer service with specific skills greeting customers, assessing customer's needs, and providing advice to clients regarding products and services.

I have attached my resume so you can take a closer look at my school and work experiences. I will follow up with you to ensure you have received my information (if you say this, follow up, if possible). I look forward to speaking with you soon. Please feel free to contact me with any questions you have. I appreciate your time and attention.

Sincerely,

Name

Phone: (843) 123-4567 (be sure your voicemail is active and ready to receive calls!)

E-mail: name@citadel.edu