

SAMPLE STUDENT

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Today's Date

Ms. Sample Employer
Human Resources Generalist, Orlando Magic
8701 Maitland Summit Boulevard
Orlando, Florida 32810

Dear Recruitment Manager,

I discovered the Marketing Internship for the Orlando Magic through an online search. I am very interested in the opportunity to apply for this position. In May of this year, I will finish my first year at the University of Missouri, where I am pursuing a degree in Business Administration with an emphasis in Marketing. I have enjoyed and excelled in my Marketing classes and extracurricular activities within the department.

Through my position as the Vice President of Community Service for Upsilon Upsilon Upsilon Fraternity, I have had many opportunities to hone invaluable marketing skills. This year, I organized our first annual philanthropic basketball tournament for the University of Missouri Greek community. The event raised \$5,000, all of which was donated to the Columbia Children's Hospital. For this endeavor, I worked with a group of three people to create an entire marketing plan for the campus and executed it through advertising the event via email, social media, and information tables. Our team created flyers, a logo, and a pitch to raise awareness for this important cause. My passion for sports and helping others made this event very enjoyable for me, and I am looking forward to assisting in coordinating it again next year.

My abilities to learn business concepts quickly, adapt to different environments, and seamlessly transition between interacting with peers, leadership, and potential marketing consumers makes me a great candidate for this internship. I work independently, have excellent organizational skills, and am very self-motivated. This position would combine interests in marketing, event planning, and sports management. While researching this position, I felt that my skill set paralleled nicely with the Marketing Intern job description, and I would be very excited to learn about the field with the Orlando Magic.

I have enclosed my resume. If you would like to discuss my skills and experiences further, you may reach me at student@mail.missouri.edu or (555) 555-5555. I will contact you in the next two weeks to confirm the receipt of my application materials.

Thank you very much for your consideration.

Sincerely,

Sample Student

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