

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 Ms. Employer,

While researching internships online that would combine interests in marketing, event planning, and sports management, I discovered the Marketing Internship for the Orlando Magic. I will finish my first year at the University of Missouri, pursuing a degree in Business Administration with an emphasis in Marketing. I have very much enjoyed and excelled in my Marketing classes as well as extracurricular activities within the department. That being said, I am very interested in the opportunity to apply for this position.

I have had many opportunities through my position as the Vice President of Community Service for Upsilon Upsilon Upsilon Fraternity to hone in valuable marketing skills. This year I organized our first annual philanthropic basketball tournament for the University of Missouri Greek community, with proceeds going to the Columbia Children's Hospital. For this endeavor, I worked with a group of 3 to create an entire marketing plan for 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 assist in coordinating it next year.

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

I would like to discuss my skills and experiences with you in person and have enclosed a resume for your review. 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

Sample Student