

MARK B. FIT

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January 15, 2006

Jessica Braun, Director of Recreation
Casa Ybel Resort
2255 West Gulf Drive
Sanibel Island, FL 33957

Dear Ms. Braun:

TIPS:

- Cover letter should be sent with resume.
- Use Arial or Times New Roman Font, size 12 (should match resume).
- Top margin and side margins should be 1-1 ½ inches.
- Final draft should be printed on paper matching the resume (20-24 lb).
- Use positive, upbeat statements.
- Avoid starting several statements with “I”.
- No longer than 1 page, write concisely.
- Keep a copy for your records.

After researching your company website, I wish to inquire about internship opportunities for Summer 2006 in your Recreation Department. I am currently a senior at Wayne State College, Wayne, Nebraska pursuing a degree in Exercise Science/Wellness. I have considerable experience working with people, including youth, and feel that I could make a valuable contribution to Casa Ybel Resort as a member of your recreation staff.

Through my education at Wayne State College, I have focused on learning how the body works through exercise and nutrition. As I look to work in the field of fitness and training, this knowledge will be utilized every day through the planning and implementing of a variety of physical activities. This past summer, I had the opportunity to develop my leadership skills while coaching softball to elementary age children. This position involved the instruction of softball fundamentals to groups of 15-30 girls, as well as motivating and developing the athletes, instilling good sportsmanship and working together to achieve a goal.

In addition to my classes and work experience, I am active in the S.H.A.P.E. (Students Helping Achieve Physical Fitness through Education) Club and also referee men and women’s intramural basketball. These activities have allowed me to develop two of my strongest skills, creativity with new and exciting activities for the club and working effectively with people.

My enclosed resume offers a more detailed description of my skills and experience. Please contact me at (402) 375-0001 to discuss internship opportunities and how I could contribute to your goals.

Your consideration and time are greatly appreciated.

Sincerely,

[Your signature here]

Mark B. Fit

Enclosure