

Internship Application for Athletic Administration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position within your Athletic Administration department as advertised [where you found the internship listing]. I am currently a [Your Year, e.g. sophomore] studying [Your Major] at [Your University], and I am eager to apply my academic knowledge in a practical setting while supporting your organization.

Through my coursework and experience in athletics, I have developed a strong foundation in [specific skills relevant to the position, e.g., event management, sports marketing]. I am particularly impressed by [specific project or initiative by the organization], and I am excited about the opportunity to contribute to such endeavors while gaining insight into the various functions of athletic administration.

Enclosed is my resume, which provides further detail about my background and achievements. I am eager to bring my enthusiasm for sports and commitment to excellence to your team. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy with you further.

Sincerely,

[Your Name]