

SAMPLE INTERNSHIP LETTER OF APPLICATION - FITNESS

444 N. 9th Street  
La Crosse, WI 54601

September 28, 20xx

Mr. James Equestian  
Operations Director  
Rochester Athletic Club  
3100 19th Avenue NW  
Rochester, MN 55901

Dear Mr. Equestian:

Please accept this letter as application for the Rochester Athletic Club internship position beginning January 1, through April 20, 20XX. With a major in Exercise and Sport Science, I have gained exceptional skills and knowledge in health and fitness. My emphasis in Fitness included course work in fitness testing, exercise prescription, strength training programs, and marketing techniques. Through this internship I hope to improve upon these skills that I have already acquired at the University of Wisconsin-La Crosse.

After touring your facility last fall, I was impressed with the friendliness of your staff, the overall organization of the club, the clean spacious facilities, and the family-oriented atmosphere. Not many athletic clubs have been as successful as the Rochester Athletic Club in achieving all of the above qualities. I am definitely interested in contributing my knowledge and skills to RAC.

A copy of my resume has been enclosed for your review. Please note my fitness related and community experiences, along with my work history. Please give my resume strong consideration. Thank you for your time and consideration for this internship. I prefer to finalize my internship plans by October 15, 20XX.

Sincerely,

John P. Hanson

Enclosure