

# Anita R. Internship

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123 State Street \* Fort Dodge, IA 50501 \* ainternship@yahoo.com

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

I am interested in the Coordinator position advertised on XYZ. My resume is enclosed for your review. Given my related experience at (company name) and my excellent capabilities at (skills), I would appreciate your consideration for this position. My skills are an ideal match for this position.

## **Your Requirements:**

- Assists with hiring, training, and management of staff. Coordinate statistics and inventory.
- Experience in the supervision of student staff and strong interpersonal skills are also preferred.
- Valid Minnesota driver's license with good driving record. Ability to travel to different sites required.
- Experience in collegiate programming and management.

## **My Qualifications:**

- Hiring, training, scheduling and management of staff, managing supply inventory, and ordering.
- Minnesota driver's license with NTSA defensive driving certification.
- Extensive experience in collegiate programming and management.
- Excellent interpersonal and communication skills.

I appreciate your taking the time to review my credentials and experience. Again, thank you for your consideration.

Sincerely,

Your Signature

Your Typed Name

Enclosures: Resume