Street Address

City, State ZIP

Today’s Date

Mr. Daniel Costello

Personnel Director

Michigan Avenue Athletic Club

235 Michigan Avenue

Chicago, IL 60601

Dear Mr. Costello:

I am writing to inquire about summer job opportunities or internships as a recreation assistant at Michigan Avenue Athletic Club. My cousin, who is a member, suggested that I contact you.

I am currently pursuing a degree in recreation management and I think a position at Michigan Avenue Athletic Club would fit my interests and abilities. I am a certified lifeguard. I believe that my experience and education make me uniquely qualified to work for you.

I would appreciate the opportunity to meet with you to discuss possible employment options. I look forward to hearing from you.

Sincerely,

Student Name

Phone number

Email address