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| **First Name Last Name**  Address  phone  Email |

*Lieu - la Date.*

Dear Sir or Madam:

I am a junior at the University of Illinois at Chicago (UIC) majoring in Kinesiology.

I am seeking a fitness-related internship for Fall 201X. My professor, Dr. Callas, suggested that I reach out to the Boys and Girls Club to inquire about potential opportunities.

Some of my relevant course work includes Physiology of Exercise, Sport and Exercise Injury Management and Exercise Psychology.

As a result of the knowledge I have acquired in these and other courses, in addition to my personal commitment to bettering the health of urban youth, I am confident that I could contribute to the Boys and Girls Clubs while gaining some practical experience.

I was raised in Chicago with limited opportunities to stay fit, and feel strongly about working to provide opportunities to our youth to improve their physical fitness, since it is so entwined with overall well-being.

I feel confident that I would be able to motivate and encourage your clients to do their best.

In addition, I have experience with desktop publishing and social media, should you need assistance with marketing and promotion as well.

My resume is attached. I will contact you in a week or so to inquire about potential internship possibilities. Sincerely,

Sincerely.

[First Name/Last Name]