

No. 2  
 COVER LETTER SAMPLE

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Samuel E. Quincy

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March 15, 2018

Intern Hiring Committee  
Wyndham Vacation Rentals  
Governor's Crossing  
308 Collier Drive  
Sevierville, TN 37862

Dear Hiring Committee:

I'm writing to express my interest in the Recreation and Programming Summer Internship Program with Wyndham Vacation Rentals. As a Sport and Recreation Management major at James Madison University, I've come to appreciate Wyndham's commitment to providing unique and affordable travel options that allow guests to #VacationDifferently. I would very much enjoy being a part of your Recreation and Programming team and have included my resume for your review.

As an umpire of baseball games for players of all ages, I have learned to be comfortable communicating with and addressing the public, and have mastered the art of remaining diplomatic in difficult situations. That same position has also taught me to be adaptable and flexible based on my surroundings. As a Site Manager at James Madison University's student recreation facility (UREC), I've managed many challenging situations including injuries, arguments, and site/equipment malfunctions. It's my responsibility as the Manager on Duty to show leadership while calmly diffusing tense situations and I have learned to do so with the ultimate goal of always keeping the game on track while problem-solving and finding solutions. If chosen for the Recreation and Programming Summer Internship Program, I will utilize these skills and work hard to become a valued member of the Wyndham Vacation Rentals team.

I am excited about this opportunity and believe my leadership experience, education and passion for recreation programming will allow me to be an excellent addition to your Internship Program. I would appreciate the opportunity to discuss with you this position and my qualifications further. Thank you for your consideration, and I look forward to your reply.

Sincerely,

Sam Quincy