

# Madison H. Student

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December 12, 2017

Sally Weiner  
Assistant Manager  
Columbia Country Club  
7900 Connecticut Ave  
Chevy Chase, VA 20815

Dear Ms. Weiner,

I am writing to express my interest in the Food and Beverage internship at Columbia Country Club. I am currently a junior in the Hospitality Management program at James Madison University and through my experience at JMU I have cultivated a strong professional interest in the private club industry. After discovering your internship program on the CMAA website I am excited about the possibility of working for club with such a history of service. I enjoy being a part of a club's story and culture, and the Spirit of Columbia has an environment based around tradition and camaraderie that makes this possible. I also enjoy being exposed to each facet of the club and learning how every department operates. I believe that my previous experience has given me the confidence and knowledge to be an asset at the Columbia Country Club.

This past summer I was an intern at the Stamford Yacht Club. Through this experience I learned extensively about about leadership, time management skills, and customer service – not only how important these traits are to our team but to club members as well. I was recently elected as the President of our student chapter of CMAA, and through this position I have learned the importance of relationship building and professionalism with student members, faculty, and professional CMAA members. If I am selected for the position of the Food and Beverage Intern I will use these skills to make lasting relationships with members, managers, and staff.

I am excited about this Food and Beverage Internship position and believe my education, leadership skills, and professionalism would make an excellent addition to the Columbia Country Club team. I would love to discuss the position with you further. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Madison H. Student