74 Randall Ter

Hamburg, NY 14075

February 21, 2011

To Whom It May Concern:

I am writing to you to express my interest in your 2011 summer internship program. I am an avid fan of the National Football League, and I greatly look up to the organization and what it has accomplished. I would love the opportunity to work for this innovative company. I believe that the NFL’s goals of success and achievement are in line with my own. Additionally, I have had multiple internships that are relevant to the job requirements and specifications.

I would be able to fully satisfy all of the requirements of this program and am a good match for this position. Over the course of my internship at Worldcat LLC, I worked frequently with Microsoft Excel and am highly proficient with its functions. In addition to creating tables and charts to track weekly sales I worked with the sales team to monitor sales goals.

I have also managed workflows and would be able to do so over the course of this internship. In both the internship and at collage I am constantly working in teams and strive to be a leader. I excel in team environments and could be a strong participant in your Business Venture finance group. In the business school at Syracuse University presentations are frequently required, so I have a lot of experience with presentational software. I am also a quick learner, and able to adapt to new and different situations quickly and efficiently.

I know that I would be able to help your Business Venture finance group. The NFL is an organization I greatly respect, and my skills and education are perfect for this opportunity. I look forward to hearing back from you and will provide any additional information you need.

Sincerely,

Tim Barts