9300 W. 110th St., Ste. 640
Overland Park, KS 66210

John Doe

January 10, 2002

Dr. Sam Smith
1022 Westchester
Indian Auditorium
Kansas City, KS 66415

Dear Dr. Smith,

I appreciate the opportunity to speak with you about possible internship opportunities with your institution. In particular, I enjoyed our discussion about the different projects and events your organization is associated with. I believe a coaching position on your staff would be an exciting and worthwhile experience.

As a Psychology major and former college basketball player, I know what it takes to be a student athlete and understand the premise of hard work. As an assistant coach for my alma mater for the last five years, I understand the kind of drive and vision it takes to be a head coach. As and assistant coach, I

- Was involved in on the floor coaching, prepared practice plans and developed off-season workouts, to include weight training and conditioning
- Developed Division I schedule for the past three years
- Was responsible for budgetary development and organization and implementation of travel plans, to include airlines, hotels and monetary requirements.

I can become available at any time if a meeting can be arranged. Thank you for reviewing the enclosed materials. Your time and attention mean a great deal to me.

Sincerely,

John Doe
Assistant Basketball Coach
University of Kansas