

Dear Jacob,

I would like to thank you for providing me with a valuable learning experience during my time at SAU as an Intern. It has been a pleasure to work with the staff, and I have gained much practical knowledge about the athletic department, teamwork, and organization. I particularly enjoyed working on the corporate sponsorship packet. I found great excitement in the marketing skill, and the impact it can create for the school in the future. I felt that my experience of creating a club handbook helped provide insight of all the factors needed to consider before pushing out a document to a whole staff.

Training a new intern was a lot of work for you. Thank you for your time and patience during this internship. I appreciate the fact that you afforded me the opportunity to take on significant responsibility, which provided me with a depth of knowledge I would not have gained in the classroom alone.

I will be attaching a copy of my updated resume, which includes my internship experience at SAU and a link to an evaluation of myself. Any suggestions you might have about my resume or people in the field I could contact about full-time employment would be very welcome.

Thank you, again, for helping to make my internship a rewarding experience. I hope to keep in touch with you and the rest of the staff.

Sincerely,  
Tyler Hughes