

Sample Cover Letter 4

Copy heading from your resume

January 1, 201xx (use current date)

Name

Title

Company

Address

City, State Zip

Dear Ms. Clayton:

As a student athlete and captain of my xx team, it is with optimism and enthusiasm that I submit my application for the Assistant Athletic Coordinator position with xxxx. Your organization's reputation and commitment to the mission of providing fair treatment to all of its athletes aligns with my values, experience and personal career goals.

My internships with the Alabama A&M University (AAMU) Student Health & Wellness Center and the men's football team allowed me to develop thorough knowledge of facility management and standard operating procedures. I was entrusted to work independently and kept my superiors updated on key issues as they arose. My ability to maintain a 3.2 GPA while dedicating four years to the men's basketball team demonstrates my ability to multitask and achieve goals. These skills, coupled with the academic rigor of the Sport Management Program at AAMU deepened my understanding of sport management and heightened my desire to work in this field.

My internships, athletic and academic experiences have prepared me to help fulfill the needs of your organization. I welcome the opportunity to talk with you about my fit at xxxxx. I appreciate your consideration and look forward to hearing from you in the near future at xxx@aamu.edu or by phone at (256) 765-4321. I will call you in the next few weeks to discuss the possibility of scheduling an interview.

Sincerely,

Take a picture of your signature on clean white paper (use a fine point black Sharpie) and insert the jpg of your signature here

Type your full name here

Enclosure