

SAMPLE APPLICATION LETTER

122 Meehan Lane
Hudson, IN 46747
(219) 555-2345

March 15, 2009

Mr. Mark Mayotta
Director
Boys and Girls Club
909 Jefferson Street
Valparaiso, IN 46363

Dear Mr. Mayotta:

Please consider me for the advertised position of Summer Sports Counselor. Excelling in sports has been a part of my whole life, and I have also built the skills needed to teach and motivate children to learn about the joys and benefits associated with team sports.

It has been a desire to teach sports to children since my sixth grade year. My elementary school teacher demonstrated a love for sports that was contagious. Seeing how much he enjoyed teaching children was inspiring, and I believe that I have the same passion. I have already been able to impart my love of sports to children during previous summer jobs. As a camp counselor at my hometown YMCA, I could not wait to go to work. It was a pleasure working with those children. More importantly, they seemed to like working with me. They greeted me everyday with the shout of, "Let's get ready to rumble!"

Sadly, I have observed people who have made children dislike team sports by their inappropriate emphasis on winning at all costs. It is my desire to change that and I hope you give me the opportunity to do so.

Enclosed is my resume. I will contact you next week to discuss a convenient time to meet and discuss by past experience and qualifications in more detail. Thank you for your time and consideration.

Sincerely,

John Gipper

Enclosure