

SAMPLE COVER LETTER – ON-CAMPUS JOB

Timothy J. Sample

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April 26, 20xx

Kevin Amord
Intramural Sports Director
Campus Recreation Services
8000 York Road
Towson, MD 21252

Dear Mr. Amord:

This letter is an application for the position of Intramural Sports Supervisor. I have included a copy of my resume for your consideration for a 20xx-20xx position.

My experience at Towson includes involvement and employment in the Intramural Sports program. As a freshman at Towson, I have participated in intramural soccer, dodge ball, and table tennis in addition to working as a referee for indoor soccer and 9 vs. 9 outdoor leagues. I have shown by ability to be a dedicated and strong official as I refereed multiple semi-final and final games. The current supervisory staff has recognized my abilities as I have been recommended for consideration for this position.

In addition to my experience with Intramural Sports, I have shown the qualities needed to be a supervisor in my other activities. In my hometown I have been an official for recreation soccer for over five years. To acquire this position I had to gain local soccer referee certification as well as mediation training. Working with a recreation program requires strong communication skills as many players, coaches, and parents are unfamiliar with rules. I also have demonstrated supervisor qualities in my work with the Sunny Day Summer Camp. As a counselor at the camp I had to obtain CPR and first aid certifications, lead and facilitate activities for over 100 campers, mediate disagreements and arguments and fill out incident and accident reports.

In summary, I believe I am very qualified for this position because of my work experience both at Towson and within the community. I believe my considerable skills as an official and camp counselor make me a valuable asset for your department. If you have any questions regarding my resume or qualifications, please contact me via email (timsample@yahoo.com) or by phone (444-666-5555). I sincerely hope to be considered for this position as it would be an honor to be part of your supervisory team.

Sincerely,

Tim Sample

Encl.