**Robert Smith**

**Assistant Athletic Director**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing to you today to express my interest for the position of Assistant Athletic Director that has opened up at your (XXX Institution).  I would be a good fit for your organization as I am a dedicated and enthusiastic professional. With my passion for sports, leadership skills, and my experience I am looking forward to bring more laurels to the organization.

[Educational Institution name] has set a benchmark for others to follow. It would be an honour for me to join your institution as an Assistant Athletic Director. I have been working in the field for more than 4 years and my responsibilities at the current institution include:

* Developing best practices to improve and develop students’ talent.
* Coordinated with the athletic director to develop a program specific to athletes to maintain their overall grades.
* Working on leadership programs to recognize natural leaders.
* Work along with the athletic director and coaches for developing efficient routines to build stamina.
* Overseeing the budget allocation, gear supply, and sponsorship for the required events.
* Conduction of sports events under the director’s supervision.

As a professional with an experience of 4 years my vision is to develop a world-class sports program for athletes to develop both personally and professionally. My proven dedication to supervise athletics program along with exemplary communication skills and personnel management will contribute immensely towards bringing laurels to your institute and be a successful Assistant Athletics Director.

Thank you for your time and consideration. Looking forward to scheduling a meeting to further discuss my vision and why I am a perfect match for the post of Assistant Athletic Director for your organization.

Sincerely,

[Your Name]

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