

[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],

This is in reference to the job opening for the position of Assistant Coach at [XXX School]. I have a degree in Sports Management and have spent my life playing and understanding different games and sports. I specialize in soccer and am also well acquainted with basketball.

[XXX School] has been known for being a grooming center for budding athletes. The alumni of your school have been known to make great careers in various sports including basketball, soccer, tennis, and other field events. They have excelled in their respective sports and have made a name for themselves. It would be my honour to be part of a prestigious institution.

With a strong background in sports and more than one year of experience as an Assistant Coach at [YYY High School], I am adept in strategy development, team training, and community relations. At [YYY High School], I am tasked with the following responsibilities:

* Assist the head coach in various tasks and create a good playing atmosphere for the athletes.
* Teach various skills, strategies, and techniques for team play.
* Assist the coach in compiling eligibility reports, keeping statistics of the performance of the players, and making new registrations.
* Assist other facilitators such as the fitness instructor to help the players deliver their best.
* Plan travel arrangements for the team including food, transportation and, stay.
* Ensure that athletic equipment and tools are in good working conditions.

I believe that the most important thing of an Assistant Coach is to develop sportsmanship among the budding athletes and help them realize their true potential. I am certain that I can make a positive impact on [XXX School]’s soccer team.

Thank you for your time and consideration.

Sincerely,

[Your Name]

**Robert Smith**

**Assistant Coach**