

**Robert Smith**

**Assistant Golf Professional**

[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 would like to introduce myself as a candidate for the position of Assistant Golf Professional at \*\*\*. As a highly dedicated and hardworking Assistant Golf Professional, I believe I can exceed your expectations and function as an advocate as well as a tutor for your clients/players.

During my tenure at \*\*\*, I proved to be a resourceful employee. I have worked on developing and leading various gaming routines, fitness regimes, and other related activities to engage and motivate our customers.

I take this opportunity to highlight some of my core skills:

* I am a professional gold playerand represented my county several times in national Golf events.
* I am also certified and trained in basic first aid and CPR.
* I have coordinated several youth sports teams for various gaming levels both at the national and international levels and I have maintained good rapport with the coaches as well as student players.
* Demonstrated and assisted various sports practices, group fitness classes, exercise techniques, and skill clinics for people across various age groups.
* Responsible for conducting lessons, tournaments, and managing the pro shop
* Worked extensively with the caddies, developing relationships and training them on the latest techniques and products
* Increased \*\*\*’s revenue by 35% during my tenure

I am a hardworking and motivated player who is always looking for ways to enhance my golfing experience for members and guests. I excel in accepting new challenges and have gained a great deal of experience in the field.

My knowledge about all aspects of the game and experience working along with both beginners and experienced golfers will contribute to the success of \*\*\*. I look forward to meeting with you in person to discuss this opportunity further. Thank you for your time and consideration.

Sincerely,

[Your Name]