[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 letter is regarding my interest in applying for the post of Swim Coach at \*\*\*. As a highly dedicated and experienced swimmer with more than 10 years of experience in coaching swimming, along with my steadfast commitment to providing members with a safe, hygienic, and nurturing environment, I am well-prepared to contribute significantly to the objectives, and goals of \*\*\* and enhance the competitive spirit of your swimming team. I had always admired \*\*\*\* for its creative approach in the field of extracurricular activities and for encouraging students in various spheres of the lifecycle. Your way of teaching and encouraging students both in physical and intellectual aspects is inspiring. My interest to work as your next Swim Coach developed greatly as I noticed that your students are motivating and all they need is a little bit of coaching to shine in this sport. I am certain that by being your Swim Coach I can upgrade that skill among your students.

At my current workplace at \*\*\*, I have been discharging the following duties –

* Coached and trained more than 100 students, out of which 3 of them are champions in swimming
* Extensive knowledge of swimming techniques used mainly in competitions, and the ability to coach students to maintain speed and time
* Skills and ability to recruit new swimmers, schedule swim meets, plan itineraries, and ensure the swimmers have the supplies and equipment
* Familiarity with all safety rules and emergency procedures relating to swimming
* Knowledge of rules and regulations about swimming competitions
* Creating customized swim practices and enhancing breath control and swim techniques

Over the years I have coached more than 200 individuals, and have immense passion and interest to teach swimming to youngsters mainly. Having said this, I am very observant and can monitor the swimmers as they are in the water. I believe that a strong squad can be formed only if they are inculcated with good sportsmanship and practice, and I am equipped with these traits.

Hoping to meet you at your earliest convenience.

Sincerely,

[Your Name]

 **Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Swim Coach**