Douglas A. Pielet

Address

Address

Date

Name

Title

Organization

Dear \_\_\_\_\_\_\_:

I am writing in response to our conversation last \_\_\_\_\_\_\_\_. As I said at that time, I am currently the Tennis Director and Head Teaching Professional at Thornblade Club in Greenville, SC. But am exploring other options. I believe that my experience, knowledge and skills as a tennis director, head teaching professional, and a player make me highly qualified and an excellent fit for the position that we discussed.

I have been in my position at Thornblade for sixteen years. I am responsible for the entire operation of the tennis program: financial operations, hiring and supervision of personnel, instructional programs, tournaments and social events, and court maintenance. The tennis program runs on an annual budget of $280,000 and generates \_\_\_\_\_\_ in revenue. I develop all of the capital and operational budgets and consistently have met the budgetary goals.

The tennis shop which is stocked with the highest quality merchandise generates an annual 28% profit. A wide variety of instructional programs are offered. The club offers camps and clinics for juniors fifty weeks of the year, and has sixteen men’s and women’s teams in league play. These are increases of several hundred per cent in both areas since I became the tennis director. The quality and success of these programs can be seen in the results: multiple junior national champions, nationally, sectionally and state ranked juniors, and adult league teams that qualify for playoffs or state championships each year.

When I first took the position of Tennis Director, the Club sponsored no tournaments and offered very few social events. This year the club will sponsor four USTA sanctioned tournaments. Two of the tournaments have won State and Southern tournament of the year awards, and the Frank C. Outlaw tournament has generated close to $30,000 for charity. Also, over a dozen social events are now offered throughout the year.

As the Head Teaching Professional, I teach twenty-five hours a week. I teach private lessons to members, adults and juniors, at all levels. I also teach and coach the Women’s teams and the junior teams. I always have, and still do, gain satisfaction in seeing the improvement of players of all ages and all levels. I do take particular pride in the Women’s team I coached that qualified for the National 3.5? Championships and the success statewide, regionally and nationally of junior players that I have coached.

I am taking this opportunity to enclose my resume. I also have a more detailed description of the tennis program that I have developed at Thornblade and could send a copy if you desire. If you have any further questions, I can be reached at the above address, phone number, email. I look forwarding to meeting with you to further discuss the position you are looking to fill and how I my experience, skills and knowledge might fit.

Sincerely,

Signature

Douglas A. Pielet