Douglas A. Pielet

Address

Address

Date

Name

Title

Organization

Dear \_\_\_\_:

I am writing in response to our conversation on \_\_\_\_\_\_\_\_ . As I said, I am currently the Director of Tennis at Thornblade Club in Greenville, SC., but I have decided to explore 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 the Director of Tennis for sixteen years. In my position, I am responsible for the entire operation of the tennis program: financial and accounting, hiring and supervision of personnel, pro shop, instructional programs, tournaments and social events, and court maintenance. I also continue to teach twenty-five hours a week, private lessons to members of all levels, and I coach adult and junior teams

I am taking this opportunity to enclose my resume. If you have any further questions, I can be reached at the above address, at this email\_\_\_\_\_\_\_, and at this phone number\_\_\_\_\_\_. I look forwarding to meeting with you to further discuss the position you are looking to fill and how my experience, skills and knowledge might fit.

Sincerely,

Signature

Douglas A. Pielet