Miriam Applicant

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December 11, 2020

Dean Lee

Director, Human Resources

123 Charter High School

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

Please accept this letter of application for the position of Athletic Director at 123 Charter High School. I believe my extensive coaching, teaching, and administrative experience will allow me to successfully fulfill, and even exceed, the requirements of the position.

I agree wholeheartedly with your school’s mission to develop not only academically successful, but also generally well-rounded students. Having served as both a teacher and a coach for over seven years, I am well aware that athletic success cannot be achieved without academic success and I encourage all my athletes to apply determination and hard work to their lives, both on the field and off.

As the Assistant Football Coach at ABC Public High School, I developed a tutoring program to improve the grades of athletes struggling academically. This program improved the grades of dozens of athletes at risk for failing one or more courses.

You state that you are looking for a candidate with not only teaching and coaching experience, but administrative experience as well. Having served as an Assistant Athletic Director for the past two years, I am well-versed in the administrative aspects of being an Athletic Director.

In fact, I initiated a number of beneficial administrative changes including revising the Athletic Handbook in collaboration with students, teachers, and coaches, and led a successful effort to provide more funds and budget support to poorly funded athletic programs, raising $10,000 for the 2019 school year through community engagement of local and regional businesses and cutting costs for the same year by negotiating a reduced cost with suppliers for much-needed field gear.

As an Athletic Director, I would make the same effort to collaborate with students, teachers, coaches and the community to improve the success and integrity of the athletic department. I am confident that my experience and values make me an excellent fit for the Athletic Director of 123 Charter High School. I have enclosed my resume and look forward to speaking with you in person about the position. Thank you so much for your time and consideration.

Sincerely,

*Signature* (hard copy letter)

Miriam Applicant