

Athletic Facilities Cover Letter

4616 Windler Oval Hickleport, WV 67182-5575

Dear Baylor Orn,

I would like to submit my application for the athletic facilities opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for athletic training services for assigned athletic teams, for each sport season •Administer and oversee general athletic training room duties •Supervise Ursinus College athletic training aides •Serve as a preceptor to West Chester University athletic training students assigned to Ursinus College athletic trainers, as per our agreement with West Chester University.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Business acumen that includes general operational processes and planning
- Previous exposure to University athletic programs preferred
- Experience in a collegiate institution, preferably Division I
- Skill in organizing resources and establishing priorities, fiscal management of an assigned budget or event budget
- Be able to adhere to university office dress guidelines
- Experience in managing turf athletic fields
- Driver's license preferred but not mandatory
- Experience in athletic facilities, events, and/or operations

Thank you for taking your time to review my application.

Sincerely,

Sam Mills