

Sarah N. Carter

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ASCR Search Committee
Associated Students
Some Name University
1 Washington Square
Sub House 1111
TownName, CA 95192

June 10, 2005

Dear Some Name Search Committee,

I am very interested in the Intramural Sports and Open Recreation Coordinator position opening at Some Name University. I have been working in the Office of Intramurals and Recreational Sports at New Mexico Masters University since 2002, most recently as Interim Director of Intramurals and Recreation, and I am excited about the opportunity to further campus recreation activities at Some Name University.

During my graduate assistantship in the department of Intramurals and Recreational Sports at NMMU, I gained a strong understanding and realistic view of the demands and challenges of working in a collegiate environment. Since the director of Intramurals and Recreation at that time was also the NMMU assistant volleyball coach, I had the opportunity to direct and oversee the programs when he was out of town or busy with his coaching duties. He also took the time to help me understand and experience every facet of the job prior to my taking over as interim director, making me even more qualified for this position.

I feel I have a strong leadership background, and a great relationship with the student staff—an important aspect of this job. Campus recreation activities are heavily dependant on the teamwork of the Campus Recreation staff, and I feel very confident about my ability to excel as a team builder. I know I have the skills to build and maintain a solid student development program to encourage staff retention and teamwork. I also have always been able to establish and maintain excellent relationships not only with my intramural staff but also students, faculty and university staff at all levels.

I believe my experience, energy, analytic skills, organizational abilities and creativity can make a positive contribution to SNU Campus Recreation. I am equally comfortable working independently or as part of a team to meet department goals. I would welcome the chance to discuss this opportunity with you, and I am available for an interview at your convenience, (505) 555-1212.

Sincerely,

Sarah N. Carter
Interim Director of Intramurals and Recreation
New Mexico Masters University