



Joseph Jones, PGA

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Mr. Jim Smith
General Manager
Davis City Golf Course
Marymont, CA 94328

RE: PGA CareerLinks #AA12345

Dear Mr. Smith:

A 16-year Teaching Professional background coupled with a dedication to serving the community has led to a unique level of knowledge and experience in the golf industry. With my strong desire to grow business and involve all segments of people in playing the game, I have built a highly respected golf academy in nearby El Tapito, CA. I have been identified as a qualified candidate for PGA CareerLinks #AA12345 and it is with great interest that I submit a resume for the Director of Instruction at your facility.

As developing a teaching business is a multi-faceted endeavor, below are a few of my focuses which have created success for my academy:

- Created a website (www.josephqjones.com) which captures attention and lesson registration, is easy to navigate, simple and always fresh
- Utilized Facebook and Twitter to stay in contact with my database of 1,250 current and former students
- Worked closely with the head golf professional in delivering on-course experiences for twelve "Get Golf Ready" beginner classes and three summer leagues
- Given complimentary clinics to over 50 families in the community resulting in additional food and beverage revenue, club sales and green fees

Because proven skills are best explained in person, I look forward to discussing where your personnel needs and my qualifications interact. I am confident that you will find me energetic, knowledgeable, adaptable and 100% committed to your objectives. Thank you for your consideration.

With great interest,

Joseph Jones

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Attachment