



Jack Doe, PGA

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Golf Operations Specialist

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Mr. Tom Jaxson
General Manager
Gregor Golf Club
2345 Azuzu Lane
Rodeo, CA 94732

RE: PGA CareerLinks #AA12345

Mr. Jaxson:

After more than 10 years as a dedicated Head Golf Professional at two municipal facilities, I am still passionate about the delivery of service and programs to enhance a facility's bottom line. Within each challenging role of my career, I have exceeded expectations and been entrusted with more responsibility and major projects, consistently producing excellent results. I believe you will understand my readiness for the Director of Golf position at Gregor Golf Club.

To enhance service to the membership, I developed more than 20 new programs including an internal 'service excellence' mantra. Regarding player development, I created junior programming to provide playing and instruction opportunities for 300 children per year. In addition, I instituted "Get Golf Ready" classes, retaining 80% of participants as regular customers.

To streamline operations, I efficiently managed the operating budget of \$650,000/year, leading to greater profitability without negatively impacting customer satisfaction. This helped earn the following accolades of "Top 25 New Public Course" in Golf Digest Magazine in 2002.

I am a highly organized, forward-thinking team player, a leader and a motivator, prepared to tackle any challenge. With excellent written and oral skills, I thrive in fast-paced environments that require innovative leadership and decisive action.

My interest in this position is to be confidential at this time. Please feel free to contact those on the enclosed reference page. I would like to meet with you to discuss the ideas I have for Gregor Golf Club. Thank you for your time and consideration.

Yours sincerely,

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Enclosure: résumé