

CARL E. HOLLOWAY

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January 31, 2009

Hiring Manager
[Insert name of institution]

Dear Hiring Manager,

I recently found through your advertisement in [insert ad source] that your institution is in need of a highly motivated tennis professional to fill the position of **[insert job title]**. I am confident that upon your review of my credentials you will find that I am best suited for the position.

I have an exceptional track record in serving various positions directly related with organizing and launching tennis tournaments, designing and administering tennis training programs, and conducting other tennis-related activities such as promotional events. I have been extensively trained by professionals and professional institutions and am thoroughly equipped with the knowledge, skills, and abilities related to the position as well as the passion for tennis that is necessary to excel in my duties and responsibilities.

Details of my qualifications are on the attached resume. Excellent references can be provided upon request. I am available to discuss the details of my application with you through an interview.

Sincerely,

Thomas L.d'Aquin

Enclosure