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Hiring Manager  
YVR Golf & Country Club  
Golf Course Address  
City, Province  
Postal Code

Re: Associate Golf Professional

Dear Hiring Manager,

Please accept the enclosed curriculum vitae in response to the advertised position on the PGA of Canada website.

Presently, I serve as the Director of Membership Services at *Golf Course Name*. Working closely with the General Manager, I have demonstrated my ability to deliver outstanding member service and developed my skills as a Golf Professional. As a member of the *Golf Course* management team, I continue to play a key role in the promotion and success of the golf operation.

While at *Golf Course*, I have proven my abilities in the areas of effective time management, communication with staff members, members, and guests, and a dedication to completing tasks at the highest level. Being able to perform a wide variety of activities and functions, including organizing and managing events, membership marketing, club communications, corporate retail sales, managing a team of staff, and instructing golf lessons have contributed to my success at *Golf Course*. I am familiar with the hard work and inner drive that are required to be successful in this position and at a club with a reputation like YVR.

As highlighted on my resume, I possess the necessary skills and experience to contribute to the success of YVR. My outgoing and friendly nature allows me to interact well with staff members, club members, and guests at all levels and I pride myself on bringing the right measure of enthusiasm into the equation. In addition, my true love of the game is evident in my teaching as well as in the interactions I have with members and guests.

It is my ultimate desire to join the professional team at YVR Golf and Country Club. I look forward to the opportunity to discuss my qualifications and this opening at your convenience.

Thank you for your time and consideration.

Respectfully submitted,

Craig Gordon