

ROBERT SMITH

Sports Manager

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road, Alabama.

[Today's Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

As a motivated, self-driven, dedicated, and enthusiastic sports professional, I strongly want to join as a Sports Manager in a company like yours wherein my dedication will significantly contribute to the growth and advancement of your mission. My immense background in the field of various sports complemented by my passion for sports and fitness will bring about a positive impact on your organization as your new Sports Manager. While I was working as Sports Manager in ***, I gained a wealth of knowledge and experience in the sports industry, and have a successful track record of managing and marketing sports teams and events. I trust that I have the skills and experience needed to take up any challenging situations, and help your facility reach its fullest potential.

The following are some of my key areas of responsibility –

- In my recent role at ***, I spearheaded the sports department operations by undertaking all responsibilities relating to marketing and promotional activities
- Management of all events for all league games and championship events
- Negotiating and managing all sponsorship and advertising agreements
- Thorough understanding of the sports industry and the challenges that come my way
- Successful track record of delivering high-quality results, and I have 75% winning statistics to my credit
- Experienced in managing and coordinating teams, handling budgets and expenses, and well-versed in working with media and a strong network of contacts in the industry
- Successfully planned and executed several conferences, and marketing campaigns, while surpassing sales goals

Apart from my degree in sports management, and experience of around 5 years in this field, I have completed my classes in marketing and management, and my hard work in this paid off, as *** was able to increase their sales by 45% within two years of my joining. I understand what it takes for a sports business to run successfully, and I would like to contribute my experience and skills and share them. I would love the opportunity to meet you in person and discuss further my candidacy and the position. Thank you for your time and consideration.

Sincerely,
[Your Name]

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Arch Wilkinson Shaw



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