To whom it may concern,

By way of introduction, my name is Craig Jones and I am submitting my CV.

In the last few months of 2016, I worked as a sports manager for a school in South Africa. I was in charge of setting up the sports program and taking care of the existing sports codes and athletes. In 2015 I worked diligently at a university’s sports training facility while completing my fourth year honour’s degree in South Africa. I am highly motivated to follow this career path in coaching students, developing university athletes, and managing sporting facilities.

I take great pride in my ability to work with people of all ages– gaining trust, being a coach, and in motivating individuals and teams. I have strong interpersonal skills and am able to distil important, complex information into easily understandable and implemented strategies around injury prevention, physical conditioning, and rehabilitation. I also take pride in my administrative abilities, logistical skills, and attention to detail. These skills will help me serve athletes not only directly, but also in the daily running and operating of any sporting facilities.

I bring a high level of energy, a proactive mind-set, and great degree of professionalism to my work, my colleagues, and all constituents with whom I interact. My true passion comes not just in following my career path, but in helping student athletes develop and achieve their own goals and aspirations.

I look forward to talking with you further on how I would be able to contribute value to your company. I am easily available my email, phone or skype and my contact information is provided above.