

13868 19A Avenue
Surrey, BC V4A 9M2

December 12, 2020

Brad Norris-Jones
Pacific Football Club, Vice President of Operations
665 Fort Street
Victoria, BC V8W 1G6

Dear Brad,

I hope this letter finds you well, and I hope the football team is doing okay despite the impact of COVID-19 on the season.

As you know, I am currently transitioning out of school into career opportunities in sport. Fittingly, I came across an opportunity to be a youth sports development volunteer in South Africa. Teaching sport to youth would be both a new challenge and a rewarding experience.

When you first approached me about playing for the Victoria Harbourcats, we both underestimated how much of an impact your idea would make on young girls who hope to play baseball. Your role as General Manager of the team led to a trailblazing decision and I am honoured you asked me to be a part of it. As you transitioned from the role of GM of a baseball team to Vice President of the Pacific Football Club, you awarded me with the opportunity of becoming the team's fan store manager. Without your mentorship and belief in me throughout those years, I would not be where I am today. With this chance to mentor and coach youth in sport, I hope to make a fraction of an impact on these kids as you have with shaping me into who I am today.

I hope you will consider writing a reference letter for my application for this position. I will enclose my resume and the volunteer posting at the end of this letter. You can email me at claire.eccles4@gmail.com if you wish to accept my offer. If you have any further questions you may also address them to my email.

Thank you for taking the time to read this, I look forward to hearing from you and catching up as well.

Sincerely,

Claire Eccles

Claire Eccles

Enclosure. Resume and Volunteer Application Posting