

13868 19A Avenue
Surrey, BC V4A 9M2

December 12, 2020

Gord Collings
UBC Softball Head Coach
2329 West Mall
Vancouver, BC V6T 1Z4

Dear Gord,

I hope this letter finds you well, and I am thrilled to hear that the new softball field will be named in your honour for all the dedication and hard work you have put into the program.

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.

The many years you have spent guiding the softball team with your knowledge and philosophies has made you an influential figure in my life. Not only have you made an impact on me with your on-field coaching, but your values and leadership off the field will stay with me throughout my life. With this opportunity, 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