

[Contact Person]
[Title]
[Location of Position]
[Address]
[Date]

[Contact Person]:

I am writing in reference to the position that is available at [Location of Position]. I received information for this position from an alumnus of your Athletic Training Program. I spoke with Adam Thompson of Mid West Sports Medicine and he informed me of the type of person that [Location of Position] is looking to employ. I have a great deal of experience and I am confident that I can be an asset to your program. **[This paragraph is an introduction. The primary goal is to make a connection with the person who will be reviewing the application. Be sure to mention why you are writing and that you are qualified for the position]**

Based on my experiences in the athletic training profession to date, I have the skills needed for an Assistant Athletic Training position at [Location of Position]. I have the desire and the ability to be a valuable staff member among a division one community. I feel I have a good rapport with athletes and other staff members. This is because I am a good communicator, and I am easy going. My passion for the profession of athletic training is evident through my work ethic and my desire to succeed. If Ohio University is looking for a confident and hard working Assistant Athletic Trainer; then I am the one for the position. I feel that I excel in the areas of rehabilitation, and evaluation, but I am a well-rounded athletic trainer. I feel that I will be able to accomplish any task that may be set forth. If I am the type of person [Location of Position] is looking for then I look forward to joining your athletic training staff. **[This paragraph is the body of cover letter. This information will set you apart from other candidates. Be sure not to reiterate your resume. Highlight your strengths and why you are best suited for the position]**

I am seeking this position at the [Location of Position] in order to diversify my athletic training experience in a division one setting. I have enclosed my resume for your review. Please contact me at the above address or at (614) 5555-1212 to discuss employment opportunities with [Location of Position] department of Athletics. **[This paragraph is the summary and/or conclusion of the letter. You should reiterate your interest in the position and express how to follow-up on your application. Be sure to include a phone number where you can be contacted]**

Sincerely,

[Name and Credentials]