

**Recreational Coordinator for Intramural Sports**  
San Jose State Student Recreation Center

- Manage the comprehensive intramural program on campus, with emphasis on weekend sports tournaments
- Candidates should demonstrate experience in managing or coordinating recreational programming; strong skills in communication and customer service; attention to detail and ability to collaborate and work in a team environment; and strong commitment to student development.
- Bachelor's Degree in Recreation Administration, Kinesiology or related preferred

**Subject Line of Email Message:**

Candidate for Recreational Coordinator for Intramural Sports

**Email Message:**

Dear Mr./Ms.,

I saw your job posting for the Recreational Coordinator for Intramural Sports on your university's website. Your program's mission to be a leader in wellness among universities, striving to provide quality health resources and fitness opportunities for your campus community gained my attention. I believe I have both the requested skills for the position and the motivation to contribute positively to your organization.

I just graduated with my Bachelor's Degree in Sports Management from California State University, Fresno (Fresno State). While my studies have provided me with an excellent theoretical foundation, it is my through my internship at Fresno State's Intramural Sports program that I have polished my skills to fulfill your posted position. Under the guidance of my supervisor, I have become thoroughly versed in all aspects of intramural tournaments and have smoothed the sometimes bumpy turf that can exist between students and management. My interpersonal skills have served me well in staffing and training for tournaments and finding donors and sponsors. I believe these experiences have prepared me well for taking full responsibility for your Recreation Coordinator position.

It is my hope that we will be able to meet so that I can further present my qualifications to you in person. Thank you for your time and consideration. I look forward to hearing from you regarding this position.

Sincerely,

Your Name  
Email Address  
Phone Number