



# MELISA SHOCK

SOFTBALL COACH

## PROFILE

I have been working as an athletic director for almost twenty years and have helped guide numerous athletic departments to quantifiable success.

## PROFESSIONAL SKILLS

- Budget planning and allocation
- Mentorship for coaches and athletes
- Facility and equipment management
- Staff hiring, training, and development

## CONTACT INFO

Address: 123 Anywhere St., Any City, State, Country 12345  
 Phone: (123) 456-7890  
 Email: hello@reallygreatsite.com  
 Website: www.reallygreatsite.com

## PROFESSIONAL EXPERIENCE

### Athletic Director

WEXLERION COLLEGE | SEPTEMBER 2020 - PRESENT

- Guides school's athletic program through proper budget planning, personnel, and scheduling
- Meets with coaches to create athletic plans for the school year

### Asst. Athletic Director

BROWNVILLE COLLEGE | MAY 2016 - AUGUST 2020

- Provided administrative support to the athletic director
- Discussed athletic program needs with other members of the department to create reports

## EDUCATION

### Natthenfield University

MA SPORTS ADMINISTRATION  
GRADUATED MAY 2016

- Graduated magna cum laude
- Graduate thesis research topic: Digital Solutions for Sports Management and Administration in Collegiate Athletics

### Prycejford University

BS SPORTS MANAGEMENT  
GRADUATED JUNE 2014

- Major in Sports Management, specializing in varsity and collegiate athletics
- Captain of Prycejford University Basketball Team
- Student coach

## PERSONAL REFERENCES

Lang Wilde  
 Wexlerion College  
 (123) 456-7890  
 hello@reallygreatsite.com

Priya Kohli  
 Brownville College  
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August 27, 2018

Mr. Bob Smith  
Director of Athletics  
University of Louisiana  
Monroe, LA 71209

Dear Mr. Smith,

As a coach, one of the best feelings is to see the progression of my athletes, both on and off the field. Seeing them achieve their football and academic goals through their hard work and dedication is satisfying in so many ways. I am excited to see you that have an opening for the position of **assistant coach for the football program** at the **University of Louisiana**.

I am a former player, having played my collegiate career at Frostburg University where I also earned a bachelor's degree in Mathematics. I have also earned a master's degree in Sports Administration from Frostburg, and a second master's degree in Athletic Leadership from the Ohio State University.

My coaching journey started after I played my last game for Frostburg University. I earned an opportunity to be a Graduate Assistant with my alma mater. I then worked at Ohio University where I coached the slot receivers and running backs. We were a missed field goal away from winning the SOCON championship and being a part of the FCS Playoffs. Currently, I am interning at the Ohio State University with the athletic department and football program. I have worked with the RB's, while assisting with on-field responsibilities as permitted by current NCAA rules.

As a young coach, my goal is to help the program I'm working with reach new levels of success, while helping to develop young people who are prepared to be successful in their pursuits after college. Even with so many successes on the field, the most enjoyable aspect of my short career has been the relationships created with the student-athletes and the coaches that I've worked with.

Thank you for taking the time to consider my application. I welcome the opportunity to speak with you in person about my qualifications and experience in consideration for the position of **Assistant Football Coach**. Please feel free to contact any of my enclosed references. I appreciate your time and look forward to speaking with you.

Sincerely,

William Vasko