

Super Happy Candidate

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Dear Mr./Ms. Search Partner name,

It was a pleasure speaking with you about the open position at Happy Hollow Country Club. Very few career opportunities attract my attention as My Current Club is a special place. However, the General Manager position at Happy Hollow Country Club is one that I would consider leaving my present position to accept. I feel my background and experience are a unique fit for this opportunity.

I would be an ideal candidate as my current experience as Director of Operations at My Current Club combined with my past experience as General Manager of a traditional country club have prepared me for an opportunity like Happy Hollow Country Club.

I have held my current position at My Current Club for over six years. Current Club is a private gated community just outside of City & State. We have been awarded Platinum Club status by the Club Leaders Forum and the Club can be found on the following lists, America's Top 100 Golf Communities by *Travel & Leisure Golf*, America's 100 Premier Properties by *Links*, America's 50 Greatest Golf Retreats by *Golf Digest Index*, and one of the 6 Great Places to Retire by *Tennis Magazine*. We were also awarded State Club of the Year for 2011 by the State Golf Association.

During my tenure at Current Club I have been part of exceptional culinary and catering operations, world class golf courses, a service culture of excellence and have gained experience in hosting quality golf tournaments such as the 2011 State Amateur, the 2007 State Senior Amateur, and several USGA Local and Sectional events such as the US Open and US Amateur qualifiers.

The Club covers over 1,500 acres. Amenities for the community consist of an 18-hole golf course designed by Jack Nicklaus, an 18 hole golf course designed by Pete Dye, a 9 hole executive course designed by Bruce Borland, 5 Har Tru tennis courts, a Café, a Community Dock, Fitness Center and Spa Facilities, Pool, 8 Golf Cottages, 24 hour Security, and two full service Clubhouses. The Jack Nicklaus Clubhouse was reopened in May 2007 after a \$12.5M renovation. I worked closely with our former General Manager Name and New South Construction on that project.

My experience at Current Club working with the Board and Committees from everyday service issues to renovation projects, covenant changes, long range asset planning, and building a culture of excellence has prepared me for the next step in my career.

Prior to my tenure at Current Club I worked in City, State and served as the General Manager of Happy Hills Country Club. Happy Hills Country Club has a very active and large membership. We had 22 tennis teams, over 300 children in the Junior Golf Program, 170 children on the swim team, and managed to do about 60,000 rounds of golf per year on a 27-hole golf course. Compaction issues are nothing new for me and I have experience in managing assets to get the most out of them for the enjoyment of our members. At Happy Hills, I was involved in creating and implementing a marketing strategy with our Membership Director. I believe that this is critical to the success of any club as the dues line is the life's blood of the organization. Happy Hills Country Club was owned by an individual and run for profit so I am familiar with that aspect of the business as well.

Before leaving Happy Hills Country Club I was involved in a \$4M renovation of that clubhouse. During my employment at HHCC I became very involved with the Cobb County Community. I am a graduate of Leadership Cobb, served on the Board of Directors for Cobb Christmas and hosted the Cobb County Chamber of Commerce Golf Tournament for many years. I believe community involvement is not only critical to a Club's ongoing success but also creates a caring compassionate culture throughout the organization which aids in the recruiting of the type of employee clubs need.

I am familiar with all facets of Country Club operations as well as how POA's function; which include budgeting, strategic planning, cost control, purchasing, catering, personnel and construction administration, architectural review boards, security, covenants, and community relations. My colleagues will tell you that I am truly committed to taking care of our members and providing the highest quality of service available. I see myself as an ambassador for my employer and I continually market and represent the organization in the community. I have embraced and overcome many challenges in my career, including revamping poorly performing departments and teams, increasing membership numbers, improving departmental profitability and building strong professional relationships.

I fully expect that my comprehensive understanding of club operations and management will allow me to succeed as the General Manager at Happy Hollow Country Club.

Most Sincerely,

Super Happy Candidate, CCM