



# REBECCA KENDRICK

SOCCER COACH

## CONTACT

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PHONE

+123-456-7890

EMAIL

hello@reallygreatsite.com

ADDRESS

123 Anywhere St., Any City

## SKILLS

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- Financial Statements
- Account Analysis
- QuickBooks
- Accounting Terminology
- Mathematics

## REFERENCES

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- English
- French
- Spanish
- Hindi

## WORK EXPERIENCE

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**Accounting Assistant**

April 2032 - June 2033

- Processed company documentation, such as invoices and payment checks.
- Managed all purchase orders and monitored company budget by controlling project expenses
- Performed administrative tasks, including filling, reporting, tagging fixed assets, etc.

**Head Manager**

January 2031 - April 2032

- Assisted tax accountants in preparing tax returns and financial statements.
- communicated with clients on daily basis and ensured excellent customer service.
- managed shipment and sales orders

## EDUCATION

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**Really Great University 2028 - 2029**

BA, Finance and management  
of business Administration



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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