

CHARLES RICHARD "Rick" JOHNS, CMAA
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Dear Jon,

Please accept this email as my official application for the open Tri-Metro Conference Executive Secretary position. Follow this [link](#) to open my online portfolio and CV where I have attached pertinent documents for your review. Please take a moment to explore the site, where you'll find details on my background, experience, skills and more. Please click buttons and scroll down to navigate the site and don't miss the drop-down menu items at the top of the page. I believe my accomplishments, experience and commitment to educational based athletics and activities make me an ideal candidate for this position.

Please advise if you would still like me to drop copies of these documents into the US Mail. Also, if additional application materials are needed, I would very much appreciate you sending them to me via this email address.

The references included in the online portfolio are a couple of years old. Please let me know if you would like something more current.

If and when appropriate I am eager to meet with representatives from the Tri-Metro Conference to discuss this possible employment opportunity. I am available at your convenience and look forward to hearing from you. Thank you for your time and assistance.

With my sincere best regards,

A handwritten signature in blue ink, appearing to read "R. Johns", with a long horizontal flourish extending to the right.

Rick Johns, M.Ed, CMAA, CIC
Retiring Athletic Administrator
Region 4A Executive Secretary