

# WINSTON L. ROBERTS

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January 15, 2009

Graham R. Walker  
Old Oak Country Club  
373 Winding Road  
Camden, NY 10203

Dear Mr. Walker:

Now that I have successfully revitalized Hampton Country Club, overseeing a multimillion-dollar renovation project that returned the club to its premier status, I am seeking my next challenge. Proudly dedicating my career to executing significant restorations of classic golf courses and facilities, I am pleased to submit my résumé for the Golf Course Superintendent position advertised on golf.net. I am confident I will lead Old Oak Country Club in maintaining its rich history and rewarding playing conditions.

In addition to my expertise in turf management, long-range planning, and fiscal oversight, I am actively involved with several local golfing associations as well as the Golf Course Superintendents Association of America. I am committed to embracing modern technological improvements for course management, while preserving the character, tradition, and aesthetic of old courses with respect for their natural environment.

A sample of my achievements in developing and maintaining Hampton Country Club include:

- **Earning the “Top 50 Classic Courses” award** by Golf Digest, honoring my improvements.
- **Overseeing the \$5,000,000 renovation to the pool area and clubhouse.** Directed bidding process and supervised engineers, landscape designers, and utility staff. Modernized safety and security features.
- **Developing a long-range golf course improvement plan** that identified and resolved all issues regarding bunkers, tees, drainage, cart paths, and tree care. Installed a completely computerized irrigation system.
- **Managing the successful refurbishment of 95 bunker complexes,** delivering project 30% under budget at \$900,000. Greens were enlarged and restored back to original shape and size, and native grasses were introduced that cut down on maintenance and provided natural habitat.
- **Initiating programs to restore lost features of the course.** Reshaped and recontoured grounds to reflect original concept of designer. Selective removal of improperly planted trees allowed features of bunkers and mounds to be on full display.

I look forward to the opportunity to discuss with you in person how my diverse experience will be an asset for Old Oak Country Club’s prestigious renovation and enhancement. Thank you for your time and consideration.

Best regards,

*Winston Roberts*

Winston L. Roberts



*“Golfers at the Hampton Country Club are calling Winston Roberts a miracle worker. The new superintendent’s renovations are exceptional. Every tee, green, fairway, and trap has been improved.” Greg Wilkes, Golf Editor, New Hampton Register.*

## Cover Letter Sample: Winston Roberts

Winston contacted me to write his cover letter and resume for a Golf Course Superintendent position. He explained he only had one chance at this opportunity and wanted to get it right the first time. These positions rarely came open in the NE, as being a GCS was akin to “being on the Supreme Court,” once in, you served for life.

He forwarded the detailed position description which was very helpful. The key was maintaining tradition and history. Even though he had helped increase membership, sales, and event revenue in his current and previous position, it was not a requirement or mentioned in the description. They had a waiting list for members and all events sold out in advance, so the emphasis was on maintaining the status quo and not jeopardizing the strong record of success the club already obtained.

I went to Old Oak’s website and incorporated some key phrases into his cover letter. I also copied the dark blue color and font type they used on their website so Winston will seem familiar to them and on their team, even on paper. I found a nice golfer icon to use, with the head of the golf club pointing to a nice quote from a local paper.

Winston made the cut. The interview process is lengthy and Winston has been invited back for a second interview and is very optimistic for his chances.