

Dear James Bishop,

I am writing to express my enthusiastic interest in joining your team at St George's Hill as an Assistant PGA Professional and incoming PGA Trainee. As an elite-level competitive golfer with a +3.4 handicap comprised only of tournament scores, I am eager to work at such a renowned golf facility surrounded by likeminded individuals who love the game. I'm passionate about starting a career in the golf industry, and I am seeking a world-class environment where I can deliver exceptional service to your membership and learn the ins and outs of becoming a great PGA Professional.

Having grown up in Canada as a Canadian, Irish, and British citizen, I am incredibly excited to relocate to England to pursue my PGA qualifications where I know the golf culture is second to none. I absolutely love the game of golf, and the opportunity to work at one of the premier heathland courses in the country is a massive draw. Your advertised split-shift structure provides the perfect opportunity to utilize your exceptional practice facilities and keep my own competitive game sharp while fulfilling my duties. I look forward to representing St George's Hill in regional WPGA/PGA tournaments, the Justin Rose Ladies Series, and Women's Open qualifying rounds (and hopefully the Open itself). Furthermore, I would proudly represent the club in any inter-club matches, pro-ams, or member events.

I bring a unique combination of elite playing experience and practical pro shop skills to your operations. I am fully proficient in the workshop, and very knowledgeable about equipment. Furthermore, as a young female professional with extensive tournament experience, I offer a uniquely relatable presence on the lesson tee for juniors and women. I am highly motivated to actively support you and the team in growing your junior academy and delivering wonderful clinics for the St George's Hill Ladies Academy.

Logistically, my Irish passport is in the final stages of processing and will be in hand shortly, granting me an immediate, unconditional right to work in the UK with zero visa restrictions. My secondary education was completed entirely through accredited online distance learning with straight-A grades, proving I am highly self-motivated. I am thoroughly prepared to bring this work ethic to the University of Birmingham's curriculum while successfully balancing my daily responsibilities at the club.

Thank you for your time, consideration, and leadership within the PGA. I would welcome the opportunity to connect via video call to discuss how my work ethic, technical skills, and playing pedigree can support the retail and instructional team at St George's Hill this season and into the future.

Sincerely,

Sarah Armstrong

+3.4 Professional Golfer / Incoming PGA Trainee

Sarah Armstrong

Cell Phone: 778-585-2921 Email: sarahgolf059@gmail.com

Location: Redcliff, Alberta, Canada

Citizenship: Canadian, British, & Irish Citizen (Irish Passport in Final Processing).

UK Right to Work: Immediate, unconditional right to work in the UK with zero visa restrictions.

Professional Summary

I am a highly motivated, elite-level golfer (+3.4 tournament handicap) and PGA Training applicant with lifelong immersion in country club environments. I combine advanced technical golf knowledge and high-level competitive experience with strong leadership and interpersonal skills. I have proven experience in providing a welcoming club environment by personably interacting with and assisting members and guests. With a wealth of junior golf experience, I easily relate to juniors who aspire to enjoy the game – recreationally or competitively. Additionally, being a female golfer myself, I am a uniquely approachable figure who can seamlessly support a Head Pro and team in delivering lessons and clinics for ladies' academies.

Overall, I am eager to utilize my passion for the game to support a Head Professional and team while learning everything I need to become a PGA Professional.

Core Strengths and Golf Competencies

Elite Playing Pedigree: +3.4 tournament handicap, extensive tournament experience. Understand course strategy, mental techniques to handle pressure, and the R&A Rules of Golf.

Country Club Etiquette: Lifelong familiarity with private club cultures, member expectations, and dress codes.

Golf Product Knowledge: Strong familiarity with premium equipment, custom fitting principals, and apparel brands. Practical, player-level understanding of TrackMan/GCQuad metrics like ball speed, spin rates, and club path to help members understand their ball flight.

Club Shop and Repairs: Fully capable in the workshop. Experienced with re-gripping, loft/lie machine bending, graphite/steel shaft pulling, butt-trimming, tipping, and epoxy re-shafting.

Junior and Women's Engagement: Instant connection to juniors and women as a young female professional.

Guest Services: Proven ability to manage outside operations, practice facilities, and cart fleets smoothly.

Business Operations: Experienced in sales, client relationship management, and promotional marketing.

Work Experience

Operations and Marketing Assistant – The Great Little Coupon Book

2024 – Present

- Assisted in managing daily business operations.
- Developed strong communication skills while working with business owners.
- Supported sales and marketing campaigns, learning how to present value, upsell products, and retain clients.
- Designed quality digital marketing materials with high attention to detail using Adobe InDesign.
- Balanced professional responsibilities with a demanding competitive golf schedule, demonstrating excellent time management skills.

Outside Services Attendant – Crown Isle Resort and Golf Community

August 1, 2022 – September 10, 2022 (seasonal contract)

- Delivered a warm, professional welcome to members and guests, ensuring a premium first impression upon arrival.
- Managed bag-drop operations, prepared and staged the golf cart fleet, and meticulously maintained practice facilities.
- Coordinated with the pro shop team to ensure smooth tee-sheet transitions and optimal pace of play.

Education

Secondary Education: Graduated from Vista Virtual School in Calgary in January 2025. Earned High School Diploma with a 4.0 unweighted GPA (UK Straight A/First-Class Equivalent)

Academic Excellence: Maintained a Straight-A standing across all 4 years of high school, achieving 90% in English 30-1 (University Prep) alongside 93% in Math 30-1 and 97% in Math 30-2 (University Prep streams).

Citizenship Award: Won a citizenship award upon graduation for demonstrating responsibility, having a positive attitude, and being dependable. Was nominated for the award by my Maths teacher.

Online Education Experience: Completed high school through fully accredited online programs and will be well-suited to doing University of Birmingham schoolwork online.

Snapshot Golf Playing Resume

Won U19 Provincials in Alberta (2024) and Saskatchewan (2023).

Won a national Golf Canada Nextgen event (2024).

Won 2025 Lethbridge Ladies Open, opening with co-course record 8 under par.

Placed T8 in 2025 Glencoe Invitational.

Turned pro June 2026.

Placed 4th in pro division of 2026 She Plays Golf BC Women's Open

Placed T4 in pro division of 2026 She Plays Golf Glencoe Invitational.

Professional Attributes

Club Representation: Proud to represent the club in regional and national PGA events, as well as playing in member Pro-Ams.

Technical Communication: Capable of translating complex swing mechanics and launch monitor data into simple, actionable tips for members.

Team Player: Adaptable, quick to learn new point-of-sale systems, and fully dedicated to supporting a smooth, collaborative pro shop environment.

References

- References available upon request.