

SAMPLE STUDENT

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July 27, 20xx

Hiring Manager
Equinox Fitness Club
799 Central Avenue
Highland Park, IL 60035

Dear Hiring Manager,

I am submitting my resume with great interest for the position of **Personal Trainer** that is posted on your company's website. I believe that I would be an excellent addition to your team based on my academic coursework, work experience and completion of my personal training certification.

I have included my resume which details my experience and skills. In addition, I would like to highlight a few qualifications that meet your needs. These include:

- Certified Personal Trainer, American College of Sports Medicine (ACSM)
- College level coursework in the area of personal training, sports performance fitness, sports nutrition, athletic training and basic weight training
- Strong customer service focus
- Bilingual – English and Spanish

I would like to work with Equinox Fitness Club because of the excellent reputation you hold in the fitness industry and the strong programs you offer your members. I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student