

## Sample Student

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December 20, 20xx

Ms. Jane Smith  
Advanced Wellness Center  
1200 W. Algonquin Road  
Palatine, IL 60067

Dear Ms. Smith,

I am applying for the **Licensed Massage Therapist** position at Advanced Wellness Center, which is posted on Harper College's online job posting system. I feel that my training and experience along with my commitment to helping others find relief from pain and stress would allow me to make a positive contribution to your team.

As you can see from my resume, I am a Licensed Massage Therapist and have completed my Massage Therapy Certificate from Harper College. My qualifications include:

- Experience providing effective and ethical delivery of clinical and wellness treatments to diverse clientele
- Assessment and design of treatment plans based on individual client needs
- Ability to perform wide range of treatments including trigger point therapy, myofascial release, lymphatic therapy, hot stone, Swedish and deep tissue massage
- Writing SOAP notes and maintaining a clean and organized environment
- Collaborative and supportive team member

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.

Kindest Regards,

Sample Student