Alexis Jones
Unit 1/44 Medic Street
Fantasy Town QLD 4343

M: XXXX - XXX - XXX
T: (07) XXXX - XXXX
E: alexisjones@yahoo.com

Ms Laura Irish,
PO Box XXXX
CAIRNS QLD 4870

Re: 457HGR
Re: Personal Trainer Position

Dear Ms. Irish,

I wish to apply for the position of personal trainer at HiFlex Physio Centre Cairns as advertised on August 10 20XX.

I have been working as a personal trainer for the past four years, recruiting clients and working with them to obtain their goals and maintain motivation. I have a proven track record in retaining clients on a long-term basis with solid results. I gave experience in boxing, circuit training and group fitness and specialise in obesity prevention, and injury management and preventaion. I have a solid knowledge of anatomy, kinesiology and exercise physiology.

I am passionate about the fitness industry and am committed to improving the health and wellbeing of individuals.

I approach my work with a high level of initiative, reliability, empathy and determination. I have outstanding communication skills and work well both autonomously and in team environments.

My qualifications, skills, experience and ethusiasm for the industry would make me a valuable trainer for your growing company. I am excited about the opportunity of joining HiFlex Physio Cairns and look forward to meeting with you to discuss the position further.

Kind regards

Alexis Jones



Alexis Jones

Personal Trainer

Personal Details

Unit 1/44 Medic street
Fantasy Town QLD 4343

XXXX-XXX-XXX | (07) XXXX-XXXX

alexisjones@yahoo.com

Summary

Fitness professional with more than four years' experience in training and fitness testing.

My key skills are in exercise programming and rehablitation, fitness assesment, swedish, remedial and sports massage, muscle testing and function, one-on-one training and group exercise sessions, health promotion work and occupational first aid.

Education

James Cook University, Cairns QLD

Bachelor of Sports and Exercise Science
Graduated: 20XX

Queensland State High School, Fantasy Town QLD

Higher School Certificate Graduated: 20XX

Work Experience

Live Alive Fitness | Health and Lifestyle Instuctor

November 20XX-Present

Townsville QLD

I was hired by Live Alive Fitness to encourage their members to stay fit and active, and provide classes and advice to help them do so. I worked in the grym and also ran classes in the local park.

Responsibilities

- Initiating, promoting and managing recreational activities
- Conducting personal appraisals and prescribing suitable fitness programs
- Working closely with the Occupational Health and Safety Department and responding to current initiatives and company objectives.
- Providing variety in the gym through circuit, boxercise, aerobics, stretch and yoga classes
- Providing one-on-one training for clients seeking individualised training
- Overseeing equipment maintenance, safety auditing and facility housekeeping

Achievements

- Introduced 3 new exercise classes to the company gym and 1 new outdoors program
- Proposed changes to the company's Fitness for Work standard,

Qualification/ Certifications

Renewal of Senior First Aid and Advanced Rescue 20XX

Sports Message and Muscle Testing and Function 20XX

Occupational First Aid 20XX

Swedish/remedial and Certificate in Massage Therapy 20XX

Level 1 Sports Trainer/ Sports First Aid Course 20XX

Registered with Fitness Australia

Skills

Area	Proficiency	Yrs Experience
Fitness assesment	Advanced	5 Years
Swedish, remedial And sports massage	Advanced	6 Years
One-on-one Training and Group exercise sessions	Advanced	4 Years

Interests

I enjoy keeping up-to-date with what's happening in the fitness world, readin magazines and online journals. I am a member of The Australian Association for Exercise and Sport Science and also The Australian Traditional Medicine Soceity. I also like to play tennis and am currently learning swing dancing.

References

Leslie Field - Services Manager

Live Alive Fitness

(07) 1818 1818

Field.leslie@livealivefitness.com au

Tony Jones - General Manager

Meredith Hotel

(07) 4545 4545

tjones@meredithhotel.com.au

Work Experience

Meredith Hotel | Personal Trainer and Customer Service Assistant

September 20XX - September 20XX

Fanstasy Town, QLD

I worked in the gym at this 4-star hotel, leading one-on-one fitness training. I also helped customers with billing enquiries and had some duties in admin, marketing and sales.

Responsibilities

- Fitness assesments and reassesments of exercise programs.
- Personal training and development of exercise programs in nutrition, strength, trainingm aerobics and flexibility
- Marketing and sales support

Achievements

- Developed a popular workout routine
- Planned and implemented the hotel's 'Active and Awesome' campaign which boosted gym attendance by 25%