12 Kenmore Road
Cairns QLD 4870
XXXX XXX XXX

20th May 20XX

Ms Laura Irish,
PO Box XXXX
CAIRNS QLD 4870

Dear Ms. Irish

Re: Fitness Instructor 45HGR

I am writing to apply for the job of the Fitness Instructor, as advertised in Thursday's Courier Mail. This is an ideal job for me given my enthusiasm for sport, my related experience and qualifications.

Sport and fitness training have always been important to me, which is why I chose to take a Degree in Sport Science. I obtained distinctions in the Sports Anatomy & Physiology and Sports Injuries modules last year and am confident that I will get similar marks in Exercise Physiology, Mechanics of Sports and Sports Supervision & Management this year. I am confident user of Microsoft Office 20XX and have worked extensively with Fitness Publisher, a program for analysing fitness.

As you can see from my CV, I've taken the opportunity to gain extra qualifications that were on offer at university, which has helped me get part-time work as pool attendant. I am called on to provide cover during busy times so I am used to working irregular hours at short time notice. I've also run a lunchtime aerobics class at college since the start of this year.

I finish university in six weeks and am keen to find a job rather than carry on with further full-time study. I could start any part-time work or training sooner as many of my classes are finishing and most of my assignments are done. I look forward to hearing from you.

Yours sincerely

Louise Longford

L. Longford

Louise LongFord

Fitness Instructor

Personal Details

PO Box XXXX
Earlville Qld 4870

XXXX-XXX-XXX

Skills & Abilities

- Motivating others to share my passion for sport and fitness
- Enjoy being part of a team both in netball and for academic work
- Able to work without supervision
- Good at balancing work and study commitments

Achievements

- Establishing college aerobics classes
- Second place in country cross country finals

Education

20XX - 20XX James Cook University, Cairns QLD

Degree in Sports Science, Completion date July 20XX

Subject studied:

Core Science, Exercise Physiology, Diet & Nutrition, Human Physiology, Maths & Statistics, Mechanics of Sport, Practical Sports, Outdoor Pursuits, Safety & Sports Injuries, Sociology & Philosophy of Sports, Sports Anatomy and Physiology, Organisation & Administration, Sports Psychology, Supervision & Management, IT, Spport in Society.

Employment

20XX to present
Cairns Council Swimming Pool
Pool Attendant/ Part-time post

- Supervising swimmers
- Reception work, money handling and phone answering
- Working towards ASA Swimming Teacher's Award

Interests

- Netball
- Circuit Training
- Squash
- Skiing
- Mountain Biking

References

Mr. P. Benn

Littletown Baths (Manager)
Broughton Street, Earlville QLD 4870

Ms. S. Cuthberg

Course Manager (Sport Science)
James Cook University
Cairns QLD 4870