Peter Stevens
738 East Street
Cairns, QLD, 4870

18 May, 20XX

Ms Laura Irish,
PO Box XXXX
CAIRNS QLD 4870

Dear Ms. Irish

Re: 45HGR

I saw your posting for a fitness instructor while attending a class at your Cairns Centre. I was pleased to see it since I'm looking for such a position. I have experience in aerobics both as a student of, and instructor with Samanta Biggs, one of the top names in aerobic dance and fitness.

If we could get together in person that would be great. I live about twenty minutes from your centre and am willing to meet you any afternoon next week that suit your schedule. Give me a call at (09) XXXX XXXX and I'll be happy to respond. I can show you at that time some of the routines I have worked up and how I can tailor my instruction, unlike some instructors, to both the young professionals as well as to the mature senior.

Thank you for taking time to read my cover letter and for considering me for the job.

Sincerely,
Peter Stevens

Enc: Resume

Peter Stevens

Fitness Instructor

Personal Details

738 East Street,
Cairns, QLD 4870

(07) XXXX XXXX

Objective

Seeking a challenging and interesting position in fitness instruction where motivational skills, tremendous energy and perseverance will be Valuable.

Education

University of New England

Studies in Physiology, Anatomy, and Nutrition. Bachelor of Arts in English, Minor in Physical Education, 19XX

Captain of Men's Gymnastic Team.

Personal

Was an associate member of Men in Rockhampton Chapter and Fitness Association in excellent health. Performed daily aerobics, Universal workouts, and Nautilus. Enjoyed with hiking and running of five to ten miles a day. Interested in travelling.

References are available upon request.

Work Experience

Present Ladies Out

19XX to Present

Townsville QLD

Work as Aerobics and Personal Trainer

- Responsible for teaching intesive circuits, aerobics, and stretching to co-educational classes of up to 30 adults in various physical conditions.
- Geared program toward advanced and intermidiate levels.

Steady On

19XX - 19XX

Bundaberg, QLD

Worked as Manager and Exercise Instructor

- All sales were handled including direct and telephone, strategy and marketing development.
- Encouraged clients to perform yoga, weights and stretching. Provide various techniques regarding to these activities.
- Client referral network were developed.
- Responsible for handling all bookkeeping and all business activities.