**Nick Strongman**

[Street Address]  New York, NY 55900

Phone: (333) 333-3333  Email: [Email Address]

**Today’s date**

Mr. Michael Dawson

Coney Island Beach

Street Address, City, State, Zip

**Re: Lifeguard**

Dear Mr. Dawson,
I hear that the municipality is looking for a lifeguard for the summer season at Coney Island Beach.

Although my resume focuses on my 12 years of experience working as a lifeguard in an indoor pool, I also worked as a lifeguard in outdoor settings, particularly Red Lake and Lake Superior. I have received citations for my lifesaving work and can bring newspaper clippings that document the particular incidents in which my intervention led to a happy ending.

My current job responsibilities include:

* Supervising dozens of adults and children at once
* Ensuring that everyone follows safety rules and procedures
* Providing swimming lessons when not on duty as a lifeguard
* Saving people who are in danger of drowning, providing artificial respiration, and giving first aid to minor injuries

I try to get people, especially teenagers, to want to cooperate, and I’ve never had a fatality on my shift.

Let me know when would be a good time for us to get together and meet. I’ve already moved to the New York area, so it’s no hassle for me to drop by. You can reach me at 222-333-1111 or you can shoot off an email and I’ll probably confirm.

Sincerely,

Nick Strongman