**Miguel Rose**

[Street Address]  New York, NY 55900

Phone: (111) 222-3333  Email: [Email Address]

**Today’s date**

Richard Carroll, Manager

ABC Gym Club

Address, City, State, zip

**Re: Personal Trainer**

Dear Mr. Carrol,

Howdy! I saw on my last visit to your gym that you’re in need for a personal trainer and I’d like to grab the opportunity to apply as soon as possible, before your clients lose their hard-earned physical gains.

As you see from the resume I’m including, I’ve been helping men and women regain their health and zest for life for the past 13 years and haven’t lost my enthusiasm for doing so.

The satisfaction I get from working with apathetic, resentful, out of shape executives to transforming them into peak specimens of vibrant health and optimism is a magnet for my clients and keeps ‘em coming back.
Most importantly, I consult with clients and find out where they’re holding, and slowly motivate them to achieve what I know they’re capable of.

My knowledge of nutrition, fitness, and of the foibles of human nature as well as my own personal example of energetic fitness and enjoyment of working out on different exercise equipment in the gym is contagious and I have a cadre of followers who claim that I’ve given them a new life.

I can assess my clients’ current fitness status and guide them to which exercises and which equipment will provide maximum benefits without strain, plus maintaining records of their progress. I customize a fitness program for each client and share my tips, habits of healthy living, and positive regard for their ability to change unhealthy patterns and start to truly live.

Let’s meet and give me one of your couch potato staff for a sample training session, and you’ll see how I operate.
I’ll be in the gym tomorrow (and the next day, and the next), so if I don’t hear from you, I’ll drop by the office to arrange for a formal interview.

Stay well!

Sincerely,

**Tom Owens**

**Enclosed: Resume**