

JANE B. WELLNESS

Permanent Address:

1367 Oak Lane
Cottonwood, AZ 85016
(813) 555-9089

YourName@domain.com

Through May 10, 2002:

713 North Main Street
Wayne, NE 68787
(402) 375-0000

November 8, 2001

Person's Name

Company/Organization

Company/Organization Address

City/State/Zip

Dear (*Mr./Mrs./Ms. Person's Name*):

As a senior Exercise Science and Wellness major at Wayne State College, I am interested in obtaining a (*Summer/Spring/Fall*) internship as a Personal Trainer with your organization. After reviewing the information regarding your cardiac rehabilitation program, I am very excited to pursue the opportunity to work with your organization and expand my experiences.

My enclosed resume details my practical experience in various testing and assessment methods. In addition, I have had the opportunity to use and strengthen these skills through my work experience and practicum training. Through my present employment at Providence Wellness Center, I truly enjoy the interaction with clients and members as I explain training programs, give advice on health issues, and assist with the rehabilitation of cardiac patients. My efforts have paid off as I was able to increase my client base by 25 percent this past semester.

In closing, I am very eager to learn and gain experience as a Personal Trainer. Should you choose to accept me as an intern, I would receive academic credit from Wayne State College and would need to complete (#) hours of work experience. I will contact you the week of (*dates*) to discuss the possibility of an interview. In the meantime, if you have any questions or need further information, please feel free to contact me at (402) 375-0000.

Thank you for your time and consideration.

Sincerely,

Jane B. Wellness

Enclosure