1 Your Main Street

Mayberry, WV 12345

May 3, 2019

Ms. Jane Doe

Member Services Manager

Gold’s Gym

678 East Chestnut Street

Somewhere, WV 01234

Dear Ms. Doe,

When I learned that you were seeking a Membership Advisor at the Gold’s Gym in Somewhere, WV, I couldn’t type this letter fast enough! Because when I not doing academics or residential assistant duties, I am at the gym. This job would combine my two greatest passions: working with people and gym-related activities.

I will be graduating this month from Bethany College, West Virginia with a bachelor’s degree in psychology and will be relocating immediately back to Somewhere. I have excellent experience managing a dormitory and student support, and I am prepared to substantially contribute to your athletic facility’s goals and ensure top-notch member experiences. My relevant background includes three years as a Residential Assistant in which I managed a 25-person dormitory, planned all associated activities, maintained a safe and clean environment, and responded effectively with any issues or problems.

I am passionate about my field and fitness, enjoy getting others involved, and am looking forward to moving back to Somewhere to start my career. You can reach me for an interview by calling (304) 123-4567 or emailing youremail@gmail.com. I am looking forward to meeting with you soon to discuss the details in person.

Respectfully,

Your Name

Enclosure: Resume