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| **robert smith**  **Fitness Manager** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I recently came across the job advertisement for the Fitness Manager role at your company. Therefore, I am writing this application with much interest in the same. My previous and current work experience has enabled me to thrive on challenges.

Below are my major professional responsibilities for your reference:

* Hire and coach potential personal trainers.
* Assign work schedules to the fitness trainers.
* Provide high-quality assistance to the customers.
* Monitor proper hygiene and cleanliness of gym facilities.
* Look after the appropriate working of gym equipment.
* Develop recreational workout and fitness programs.
* Prepare comprehensive feedback for new customers.
* Devise attractive membership schemes based on the latest development in the fitness industry.
* Oversee routine gym operations.
* Recommend optimized fitness training programs to the new customers.
* Capable of providing first aid in case of a medical emergency.

Additionally, I am great at building a positive team environment and comfortable working independently as well as collaboratively to get the job done. I am confident to bring a lot to the department that can help it move forward.

I wish to discuss my skills and work experiences in person with you. The accompanying resume will offer additional detail on my coursework and related occupational journey. Thank you for reviewing my candidacy.

Best Regards,

[Your Name]