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14 September 2009

Mr A.J.Stewart
Absolute Fitness
1 Spenn Lane
Liverpool
L5 1AA

Dear Mr Stewart

I am writing to apply for the position of Assistant Fitness Centre Manager (Ref: AF/425) and enclose a copy of my Curriculum Vitae for your consideration.

As you can see from my CV, I possess a range of skills which would make me suitable for such a position, such as team leadership and extensive customer service experience. Completing work experience at David Lloyd Sports Centre whilst studying at college cemented my ambition to work in the fitness and leisure industry. I observed all aspects of the business and was responsible for administrative tasks and purchase ledgers. I have since been working regular part-time hours at Lifestyles Fitness Centre throughout my university studies, developing customer relationships through membership registrations, dealing with queries and booking out activity areas. Working as a team member at Ice Bar has equipped me with the ability to organise my time, prioritise duties and to work in a demanding work environment. My spare time pursuits taking part in university societies have developed on my ability to work as part of a team and communicate with people from all backgrounds and marathon running has improved my focus and determination to achieve goals.

The position at Absolute Fitness attracts me for the chance to work in a health and fitness environment for one of the leading companies within the field. I strongly believe in the customer focus which the company advocates, which I have experienced first hand, being a full member for the past 3 years.

I believe I am ready to build on my existing experience within a proactive role such as this and that the skills described above, as well as my passion for health and fitness, would make me a valuable member of your team.

I can be available for interview at any time and look forward to hearing from you.

Yours sincerely

J Kirby

Miss J Kirby