Taylor Rama
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To Whom It May Concern,

My name is Taylor Rama; I am a graduate from Randolph College with a degree in Sport and Exercise Studies and a minor in Business. I am contacting you with interest in a position with your company.

I believe that I have the experience and training to excel in the posted position. I have over a year's experience as a Personal Trainer and Group Fitness Instructor, as well as several years' experience as a coach. These positions required strong communication and organizational skills to be successful. I had to keep spreadsheets on client and team progress, inventory on team resources, and budgeting for the upcoming season. I needed to keep strong lines of communication so that clients would receive the help they needed if I needed to refer them, if parents had questions about upcoming events, and to keep my supervisors informed of my progress. Additionally, I regularly completed sales calls and fundraising events, as well as promoted new programs at my gym.

I possess the skills necessary to be successful in this position. I am organized; I complete projects to the best of my ability and strive to meet deadlines early. I am highly adaptable; my experiences in my position have taught me that nearly nothing goes as planned, and problem-solving and critical thinking are essential. I am outgoing, and interact with people well. As a personal trainer at the YMCA, I work with a variety of people from a diverse set of backgrounds. I build a rapport with clients, and actively listen to their need to set and achieve goals.

I have attached my resume for your review and I look forward to speaking with you further regarding the position.

Sincerely,
Taylor Rama