

# Charlotte Forbes

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

**Craig Tait**

**9Round**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youreemail.com**

[month, day, year]

Dear Mr. Tait,

Last year, I organized and ran a promotional event that led to a membership increase of 13%. My manager praised my strong communication style and talent for building rapport with potential clients. I hope to bring the same growth and profitability as a personal trainer at 9Round.

As a dedicated fitness professional committed to promoting healthy lifestyles, 9Rounds' track record for prioritizing the physical and mental well-being of its clients appeals to me. I believe that my six years of experience and talent for creating effective, personalized training plans make me the ideal fit for your organization's aims.

My recent accomplishments show that I can help your members achieve their wellness goals while increasing the gym's reputation and income. These include:

- Successfully converting 95% of free trial sessions into long-term memberships
- Devising and running three new fitness classes in 2020 that increased client retention by 32%

- Training four new hires to improve their understanding of safe exercise techniques for people with mobility problems

I would like to meet to discuss how my strong selling ability and extensive skills can benefit the 9Round community in 2021. Please feel free to get in touch to schedule a convenient appointment.

Sincerely,

Charlotte Forbes

P.S. I would love to tell you why I was voted Trainer of the Year at my gym in 2020.