

YOUR NAME

Toronto, ON L3P 3P2 | (416) 332-2012 | yourname@guelphhumber.ca or personal email address.

Name of site

Full Address

City and Province

Name of HR manager or person you are meeting with

Full Date

Dear Hiring Manager,

It is with great confidence that I am applying for the Kinesiology placement with (name of site) that I discovered through the Guelph-Humber portal. This is an excellent opportunity for me to apply my adaptability and enthusiasm to take initiative while contributing to your multidisciplinary clinic.

I am currently a 3rd year Kinesiology student at the University of Guelph-Humber, working towards earning my Bachelor of Applied Science in Kinesiology and Diploma in Fitness and Health Promotion. Throughout my program, I have gained an understanding of the science of human movement including anatomy, physiology, biochemistry and nutrition. I have also had the opportunity to gain experience practicing my knowledge in a fitness assessment lab and an anatomy lab, which have allowed me to develop skills in observation and assessment.

With my combination of education and over 4 years of customer service experience, I would bring the following to this placement:

- Hands on experience and knowledge of how to take heart rate and blood pressure, identification of parts of the body in an anatomy lab, and administering different CSEP fitness tests
- 5 years working as a receptionist greeting patients, answering phone calls, setting up appointments and providing a professional and friendly atmosphere
- Act as a team member to support the clinic and clients where

I look forward to meeting with you and further discussing my qualifications. You can reach me at phone number or email address. Thank you for your time and consideration.

Sincerely,

Your Name

Need more help? Visit Career Services in GH108 | Call: 416-798-1331 ext. 6288 | Email: career@guelphhumber.ca

Job and Placement Portal: ghworks.guelphhumber.ca