

YOUR NAME

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

Southlake Clinic
159 Murdoch Street
Mississauga, ON L7X 9D8

April 10, 2018

Dear Hiring Manager,

It is with great confidence that I am applying for the Kinesiology placement with Southlake Clinic 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 Undergraduate 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
- Proactively took initiative and assisted where needed in previous jobs and volunteer work

I look forward to meeting with you and further discussing my qualifications. You can reach me at 555-222-5897. 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