**Sample**

**Personal Trainer Resume**

**& Cover Letter**

As a new personal trainer trying to land their first job, drawing up a resume and a cover letter can cause a lot of anxiety and frustration. Most of that comes from the fact that you have little to no experience in training clients in a gym situation.

That’s why I’ve produced this personal trainer resume and cover letter to help to give you an idea as to what you can write, even without experience. Remember, this is a guideline, always apply your own unique situation and make your own based on this.

First, we have the sample cover letter and then an example of a resume.

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**April 01, 2020**

**Al Murray**

**Gym Manager**

**Fitmob, Inc**

**23 Beasley Road**

**Los Angeles**

RE: Certified Personal Trainer position at Fitmob, Inc

Dear Mr. Murray

I am contacting you to express my interest in the Certified Personal Trainer opportunity with Fitmob Inc. After reviewing the position requirements, I believe that my qualifications are a great fit for the kind of candidate your company is hoping to hire.

The value I will bring to your organization includes a strong skill set that I have developed while studying towards my personal trainer certification through the American Council on Exercise (ACE).

I am well-versed in the skills necessary to work with clients looking to use the services of a personal trainer for any number of reasons. I am able to properly assess each client, help determine measurable goals that are attainable and then draw up an exercise program that will help them reach them. Although I am a newly qualified personal trainer, you will note that my resume indicates that I have worked in a freelance capacity and helped clients achieve their goals.

I offer excellent communication skills, I am a team player and I am dedicated to helping others. I am also very eager to learn and believe that working for a gym such as Fitmob will provide the perfect start to my career as a personal trainer.

Please feel free to contact me for any additional information or to schedule an interview.

I look forward to hearing from you at your earliest convenience.

Sincerely,

**Jack Lee Highgrove**

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| **Jack Lee Highgrove**  **Personal Trainer**  **Personal Information**  **Phone**  555-419- 7399  **Email**  jlh01@gmail.com  **Twitter**  https://twitter.com/jacklh01    **Hard Skills**  **Fitness assessment**  **Creating exercise programs**  **AED/CPR first aid**  **Fitness sales**  **Soft Skills**  **Motivational skills**  **Excellent listener**  **Discipline**  **Leadership qualities**  **Team player** | Dynamic junior-level personal trainer with freelance experience helping clients reach challenging fitness and weight-loss goals. Assessed a client and created an exercise program that saw them lose 20 pounds over a 4 month period.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Certifications**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ACE Certified Personal Trainer  American Red Cross Certified AED/CPR  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Experience**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Freelance Personal Trainer 2019 - present   * Assessed a client and created an exercise program that saw them lose 20 pounds over a 4 month period, putting their BMI into a normal range for their age and height. * Devised a cardio program to help a client train towards their first marathon. * In charge of warm-up and cool-down sessions at Body Boot Camp, Los Angeles 2019. * Held daily exercise classes during the summer holidays at the Sunnyside Recreation Center, Los Angeles.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Education**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sunrise High School | 2013 - 2018   * Track athlete specializing in long-distance events * Tight-end for the school football team * Lead hitter and first baseman for the school baseball team   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **References**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Add these as necessary |