



Eileen Bodeliah

12334 SW 56th Ave. # 111
Portland, OR 97206
(503) 245-9876
ebodeliah7@marslink.net

September 4, 201X

Ignatius M. DeBoss
Human Resources Manager
ACME Health and Fitness Center
10101 SW Pine St.
Portland OR 97204

Dear Mr. DeBoss,

I am very interested in the Fitness Instructor position advertised on Craig's List. I recently graduated from Portland Community College with an AAS in Fitness Technology.

The training and skills I have acquired, coupled with my related work experience, enable me to meet the qualifications of this position. I am familiar with your fitness programs and am excited to hear about this opening. I have experience in both individualized training and group instruction, and have worked with clients with various goals and needs. I am certified as a Personal Trainer through ACE and as a Health/Fitness Instructor through ACSM.

Enclosed is my resume. I look forward to the opportunity to discuss my qualifications with you. I can be reached at (503) 245-9876 or ebodeliah7@marslink.net. Thank you for your consideration.

Cordially,

Eileen Bodeliah

enc