Dear Mr./Ms/Mrs [Manager’s Name],

My name is [Your Name] and I am applying for the position of [position name] with your company as advertised on [company website / Linkedin / job board website].

I have been involved in the health and fitness industry for over the better part of 10 years, starting as a front desk attendant in university before learning the ins and outs of running a club all the way up to my current position as an operations manager. While I have a personal interest in fitness as a lifestyle, my professional interest lies in fitness as a business.

I have a background in business administration, and I understand the finances of a fitness club from my years spent working at all levels on sales teams. My approach to club operations starts with a focus on our clients, and quality of service is a top priority in all discussions about club operations. I have a mind for systems, and I am a Six Sigma Yellow Belt, with a goal to continue my training.

When it comes to people, I am a strong believer in leadership and empowering people to take ownership of their positions and processes. I believe effective communication is key to leadership, and I strive to create a positive and motivating environment that nurtures future leaders and high performers.

Lastly, I am committed to the highest standards of professionalism in the industry and I aim to ensure that those standards and values are passed through every aspect of club operations. Please find my contact information at the top of this letter and on my enclosed resume, and I look forward to further discussion on how I can add value to your organization.

Sincerely,

[Your Name]