

Fitness Trainer cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Fitness Manager,

I am writing to apply for the senior personal trainer position at your club. I have six years of experience as a certified personal trainer, currently at a premium gym in Gurugram, and I am looking for a role where I can combine a full client roster with coaching junior trainers.

I currently train 20 regular clients, mostly working professionals between 30 and 55, and around three quarters of them have renewed their packages for more than a year. I run a structured assessment every eight weeks covering strength, mobility and body measurements, and I share the results with each client so progress is visible. When our gym launched a small-group strength programme, I wrote the twelve-week template and trained four trainers to deliver it across morning and evening slots.

I hold certifications in strength and conditioning and in exercise for older adults, and I always work within a doctor's clearance when a client has a medical condition.

My notice period is 30 days. I would be glad to meet you, walk you through my assessment format and take a practical session on your floor.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Gym Manager,

I am applying for the floor trainer position at your fitness centre. I recently completed a nationally recognised personal trainer certification along with CPR and first aid training, and I would like to start my career in a gym that puts proper client assessment ahead of quick membership sales.

As part of my certification I completed a 12-week internship at a commercial gym in Thane. I supervised the gym floor during the morning shift, corrected form on squats and deadlifts, and helped senior trainers run body composition and mobility assessments for about 40 new members. I also kept the equipment cleaning checklist and reported two faulty cable machines before anyone got hurt.

Before certification I spent four years playing competitive football at district level, so I understand warm-ups, recovery and injury prevention from my own experience as well as from coursework.

I am available for early morning and late evening shifts, I speak Hindi, Marathi and English, and I can join immediately. I would be happy to take a practical assessment on the floor at a time that suits you.

Regards,
[Your name]

BEFORE YOU SEND IT

- State your certification body, level and first aid or CPR status near the top. Gym managers screen for valid certificates before they read anything else in the letter.
- Show client outcomes through renewals, attendance or assessment numbers, and avoid promising weight loss figures or medical results, which sound unsafe and unprofessional to employers.
- Leave out personal lifting records and physique photos unless the role is competition coaching. Link a short portfolio with sample programmes and client testimonials shared with permission.
- Mention which shifts you can cover, such as 6 am or late evening slots, and the languages you coach in. Availability often decides who gets a floor trainer role.