

# KINESIOLOGY, Health, Sport, Recreation & Related Fields

## Application Letter, Resume & References – Entry-Level Positions

Revise your letter for each application. Highlight your motivation, potential contribution and relevant strengths.

January 15, 20XX

**Margins:** 1" (2.54 cm) margins all around.

Corey Sanchez  
123 Sumac Drive  
Regina, SK S6R 3Y8

**Job Scam Protection:** Research employers well and use discretion. Concerned?  
Limit personal details. Note your cell number, email address and/or LinkedIn invitation.

L. Stonechild  
Manager, Support Services  
Integrated Health Centre  
4567 Centre Street  
Prince Albert, SK S4H 4L5

**Check Junk Mail:** Don't miss important emails.

Address your letter to the contact person.  
Don't know the name? Consider:  
Dear Human Resources:  
Dear Selection Committee:  
Dear Hiring Manager:

Dear L. Stonechild:

**Your Voice:** What motivated you to apply?  
Note your strengths and potential contribution.

With a strong commitment to \_\_\_\_\_, attached is my resume in application for Activity and Rehabilitation Coordinator (Job #90987) with Support Services, Integrated Health Care Centre, as advertised in the University of Regina Job Board. Based on my knowledge of the position and your services, this is an excellent opportunity for me apply and continue developing my related skills in \_\_\_\_\_, and contribute to \_\_\_\_\_.

Highlighting my qualifications for this position, I am completing my \_\_\_\_\_ year for a Bachelor of Kinesiology (BKin) – Human Kinetics (major) at the University of Regina. Through my studies and work experience, I have acquired relevant knowledge and skills in conducting assessments, applying cultural awareness in health services, developing rehabilitation plans and \_\_\_\_\_. For example, I recently completed a team project to propose an evidence-based program for \_\_\_\_\_: *Title*.

My related experience includes a Fieldwork placement at \_\_\_\_\_, where I developed skills in \_\_\_\_\_ and \_\_\_\_\_. In addition, I have held positions (summer and part-time) as a \_\_\_\_\_ and \_\_\_\_\_, which involved assisting co-ordinators with adapting and facilitating recreational and exercise programs (e.g., \_\_\_\_\_), coordinating volunteers and \_\_\_\_\_. My experience as a volunteer Coach with Special Olympics Saskatchewan also was a valuable experience through which I learned more about \_\_\_\_\_. In performing my duties as an employee and volunteer, I have been commended for my \_\_\_\_\_.

Thank you for your consideration of my application. Given my background and commitment to \_\_\_\_\_, I am confident that I am well prepared to successfully fulfill the requirements of this position. I look forward to an interview to discuss my potential and can be reached at 306-123-4567 or sanchezc@uregina.ca.

Sincerely,

**Signature:** Write your signature on paper letters. For electronic letters, simply type your name.

*Corey Sanchez*

Corey Sanchez

Attachment: Resume

Use keywords from the posting to highlight and describe your relevant background and strengths (e.g., knowledge, skills and abilities). Note some supporting examples, details, statistics and results.

E.g., As a \_\_\_\_\_, I co-facilitated an *Active Living* workshop for 14 residents.

*Option:* Create a section using headings and bullets:

**Program Development & Evaluation**

- Collaborated with \_\_\_\_\_
- Completed 10 assessments of \_\_\_\_\_

**Equity Applicants:** Many employers are committed to employment equity and encourage applicants from equity groups to apply. Research each employer before deciding whether or not to voluntarily declare as a member of an equity group:

*Aboriginal People, Visible Minorities, People with Disabilities, Women in Non-Traditional Careers*

**Declaration Example:** "In submitting my application, I would like to self-declare as a member of an equity group (equity group)."