Seth Applicant

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September 1, 2021

Barry Lee

Director, Human Resources

Middletown Town Pool

123 Business Road

Business City, NY 54321

Dear Mr. Lee,

Please accept my enthusiastic application for the lifeguard position at the Middletown Town Pool. As soon as I read the description of the position on HotSummerJobs.com, I knew I was an ideal candidate for the position. You state in the job posting that you require a lifeguard with experience working with children.

For nearly three years, I have volunteered at the East Middletown after-school program. In this position, I have gained experience working with children ages five to fifteen. I have designed and led arts and crafts activities, organized athletic competitions, and helped children complete their homework. I am both a leader and a friend to these children; this experience will make me a strong swimming instructor for children at the pool.

You also state that the lifeguard position requires extensive swimming experience. I have played on my school’s water polo team for four years and was promoted to team captain this year. I often lead clinics to improve my teammates’ swimming skills; this has been excellent practice for becoming a swimming instructor. I also received Red Cross Lifeguard Certification, so I am well aware of current safety procedures.

I am passionate about teaching children proper swimming techniques and keeping the town pool safe for the public. I have attached my resume, and will call next week to see if we can arrange a time to discuss the position together. Thank you so much for your time and consideration.

Sincerely,

*Signature* (hard copy letter)

Seth Applicant