



## Job Application Letter and Résumé Sample #4

*Handout courtesy of Ruijie Zhao*

*Note: Name and contact information have been changed to protect author's privacy.*

1406 Crescent Drive  
Champaign, IL 61821

September 4, 2014

Mrs. Hillary Klonoff-Cohen  
Director/Professor in the Department of Kinesiology and Community Health  
Louise Freer Hall  
906 S. Goodwin Ave.  
Urbana, IL 61801

Dear Mrs. Klonoff-Cohen:

I read on your admissions webpage that transfer opportunities are available for the Bachelors in Kinesiology program. I am currently a student at Parkland College studying Kinesiology, majoring in Exercise Physiology. I am very interested in coming to the University of Illinois to finish my Bachelor's Degree and move forward into graduate school.

I expect to graduate from Parkland College in the Spring of 2017 with my Associates Degree in Exercise Physiology. I am also a graduate of Parkland's Massage Therapy Program, of which I graduated with academic honors. While I was working through the spring semester of my freshman year I was also placed on the Dean's List before I officially entered the Massage Therapy Program. I have been very happy with my career choice in the field of Massage Therapy and have a strong interest in learning more about human Physiology and Kinesiology. I believe that a bachelors in Kinesiology is the right path for me to achieve my goals in my career. I hope to take my knowledge into the field of Chiropractic or Sports Medicine after my time at the University.

Please see my resume attached with this letter for more information about my education and employment history. I am excited for the opportunity to be a part of your department at the University and sincerely hope you consider my transfer application for the Fall of 2017. I can be reached by phone at 217.400.7000, or by my email at [k.ferrymassage@gmail.com](mailto:k.ferrymassage@gmail.com). Thank you for your time.

Respectfully,

Kayla Ferry

# Kayla Ferry

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1406 Crescent Drive, Champaign, IL 61821

217.400.7000

[k.ferryssage@gmail.com](mailto:k.ferryssage@gmail.com)

## Summary

I am a self-disciplined, hard working student working on an Associates Degree in Exercise Physiology, under Kinesiology at Parkland College. I am interested in attaining a Bachelors Degree of the same title at the University of Illinois because I am passionate about my field of study; I sincerely enjoy learning about the human body and its physiology. I believe the University of Illinois is the appropriate fit for me to further my study of Kinesiology and set my career off on the right track.

## Education

Parkland College, Champaign, IL

- Associates Degree in Kinesiology, Majoring in Exercise Physiology
- Massage Therapy Program Graduate (Fall, 2012-Summer, 2013)
- Massage Therapy Prerequisite Courses (Fall, 2010-Spring, 2011)

## Honors and Awards

Parkland College, Champaign, IL

- Graduated with Academic Honors (Massage Therapy Program-Summer, 2013)

## Employment Experience

Licensed Massage Therapist, Independent, Walk Chiropractic; Mahomet, IL -- March, 2014 to Present

- Formally trained in Swedish Massage by Parkland College.
- Capable of using various techniques and applying different levels of pressure to manipulate the muscle tissue to achieve a difference in tension, texture and/or pliability.
- Responsible for checking my clients in and out, running payments for my clients, scheduling my clients, and keeping confidential client files organized.

Women's Shoe Sales Associate, Bergner's; Champaign, IL -- March, 2012 to Present

- Complete daily task work regarding the department: basic maintenance of store, putting up and taking down sales floor displays, keeping all sale advertisements marked correctly and assure department tasks are finished on time.
- Assist customers in locating specific merchandise on the sales floor, fitting shoes and presenting various options to customers for shoe purchases.
- Assist customers at the register with purchasing merchandise, returns and merchandise and/or store questions.

## Skills

- Maturity
- Self-Discipline
- Strong Work Ethic
- Knowledge of the Human Body
- A Passion for Physiology
- Can Both Give and Take Direction

## References - Available upon request

For more handouts and PowerPoint Presentations on writing topics, go to <https://spark.parkland.edu/wl/>  
Parkland College Writing Lab, updated June 2022

For additional assistance with your job search and employment materials, please contact  
Parkland College Career Services: room U267, 217.351.2219, [careerservices@parkland.edu](mailto:careerservices@parkland.edu).