

5665 Irmin Street
Burnaby, BC V5J 0C4

March 25, 2019

Christine Strang
Treloar Physiotherapy Kerrisdale
#203 - 5511 West Boulevard, Vancouver, BC V6M 3W6

Dear Ms. Strang,

Please consider my application as candidate for the position of part-time front-desk administrative team at Treloar Physiotherapy Kerrisdale, which was advertised on March 4th, 2019 on UBC careers. As a third-year kinesiology student at UBC, I am prepared and excited to work in a professional environment that coincides with my career goals towards the health care setting. My experience as a fitness trainer and desk staff has provided me with extensive communication and customer service skills, and fostering a genuine appreciation for building connections with others.

As a fitness instructor at an all-women's kickboxing studio, I am constantly exposed to women of all cultural and health backgrounds, varying fitness and motivations levels. Being responsible for all administrative and sales tasks during my shift has provided me with ample experience in working with financial and legal documents, processing payments and booking appointments. Through my time at UBC Bodyworks as a group fitness trainer, I became experienced in creating safe, engaging fitness programs to various demographics. The fast-paced environment required multi-tasking and a high level of performance for all tasks.

I am prepared to dedicate strong work ethics towards the role of a receptionist at Treloar Physiotherapy. I believe my planning and organizational skills, and willingness to learn, will allow me to assist the physiotherapists, acupuncturist and clinic office manager, and ensure that patients experience exceptional service at the clinic. I aim to grow as a student and an aspiring physiotherapist during my time at Treloar Physiotherapy, enhancing my studies with the learning opportunities at the clinic.

I am confident that my passion for health care, active-living and team work, will carry over to this position. I have attached a copy of my resume for your review, and I look forward to hearing from you. Please reach out to me at christine1221@me.com, thank you for your time and consideration.

Sincerely,



Christine Pang

Encl. Resume

