

# Cover Letter #1

## Paragraph Style

**ROBERT J. SHERMAN, JR.**  
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September 2, 2003

Donald Grimsley  
Director – Human Resource Department  
Prego Community College  
7389 Eisenhower Boulevard  
St. Louis, MO 63728

Dear Mr. Grimsley:

In response to your current advertisement in the *Journal for Higher Education* for a **Health Education/Exercise Science Instructor**, I have enclosed my resume for your consideration.

My background encompasses 20 years of professional experience as an educator of health science, athletic programs, exercise science and inpatient/outpatient cardiac rehabilitation. I have been employed 18 years as a Clinical Exercise Physiologist, and currently work as the Senior Clinical Exercise Physiologist in the Cardiac and Pulmonary Rehabilitation Department of St. John's Memorial in St. Louis. In addition, I serve as an Adjunct Instructor in the Exercise Science Departments at both Lorillard and Gilbert Community Colleges.

As an instructor at the community college level, I emphasize the fundamental principles of physical fitness and its impact on life-long health and wellness. Lectures, written materials and my evaluations of the students' performance are based on attitudes and potential habits regarding cardiovascular efficiency, body composition, muscular strength, endurance and flexibility. Instruction on nutritional guidelines is provided, and I offer opportunities for students to analyze their eating habits. I structure my classes to accommodate the needs of participants of all ages and ability levels including athletes, seniors, fitness enthusiasts, disabled, injured and rehabilitated individuals.

My solid accomplishments in instruction and clinical proficiency have prepared me as the unique and ideal candidate for this position. I would appreciate the opportunity to meet with you to further discuss my qualifications and enthusiasm for joining your department. Thank you. I'll follow up next week.

Sincerely,

Robert J. Sherman, Jr.

Enclosure: Resume