

Letter of Submission

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for the position of Wellness Program Specialist at [Company/Organization Name]. With my background in health and wellness, coupled with my experience in program development and implementation, I am excited about the opportunity to contribute to your team's efforts in promoting healthy living.

As outlined in my resume, I hold a degree in [Your Degree] from [Your University] and have [Number] years of experience working within the wellness industry. My previous role at [Your Previous Company] involved creating tailored wellness programs that resulted in a [percentage or metric] increase in employee engagement and overall well-being.

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company or its wellness programs]. I believe my skills in [specific skills related to the job] would allow me to make a meaningful impact as part of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the ongoing success of your wellness initiatives. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]