Delilah Albert **443 Sonja Drive, Knoxville, TN 66772  
(333) 999-XXXX, delilah11 @email.com**

**November 12, 20XX**

**Ms. Lily Alexander  
Manager  
Dream fields  
672 Lovell Road  
Knoxville, TN 72801**

**Dear Ms. Alexander:**

As the accompanying resume indicates, I have recently completed a Level 4 Diploma in Hairdressing from Hairvolution Training Center. Fulfilling this requirement of your salon to acquire an apprentice hairdresser position at Dream fields, I would like to offer my services.

At the Hairvolution Training Center, I went through rigorous mock sessions post training which has prepared me well in the following areas:

– Cutting, washing and setting hair  
– Client preparation and education  
– Using clippers, scissors and trimmers in a safe manner  
– Mixing and applying hair colour  
– Sterilizing salon instruments

I am aware to the fact that clients prefer a particular salon based 50% on the salon’s services and 50% on the hairdresser’s attitude. This information has gone a long way in helping me understand that positive client experiences are the key to recurring business and client retention.

My resume and a letter of introduction from my trainer at Hairvolution is enclosed herewith which will help you decide my candidacy for this position. I would welcome an opportunity to meet with you in person.

Thank you for your consideration.

**Sincerely,**

**Delilah Albert**