**Douglas Cohen  
2559 Forest Avenue  
New York, NY 10022  
(123)-735-XXXX   
[email]**

**Ms. Verda Arteaga  
Hair Cuttery Salon  
1140 Meadowbrook Mall Road**

**Dear Ms. Verda Arteaga,**

I am applying for a salon assistant at Hair Cuttery Salon and have attached my resume for your convenience.

I am a high school graduate who has worked in the salon and beauty industry for four years. I am familiar with many different aspects of working in a salon and would not have any problem taking on any tasks that were given to me. My work ethic is very high and I wouldn’t have a problem showing up for my shifts when scheduled. I would also be available for on call shifts and would be willing to work overtime when and if the need arises.

I am able to perform any salon duties that are required of me and can stand for long periods of time with no problem. I understand I will be assisting all hair stylists, cosmologists and nail artists at any time of the day. I am highly flexible and can perform many tasks by priority and do not have a problem multitasking when the salon is busy. When needed, I can perform haircuts, wash and blow dry hair and assist with coloring and conditioning treatments.

Paying attention to details is one of my strong points and you will never see a messy salon as I will always sweep and disinfect all work stations as soon as the client has left the area. I am well versed on all the latest technologies in the beauty industry and can help clients with any of their hair and beauty needs. I am great at math and do not have a problem taking inventory and placing orders when supplies are running low.

Respectfully,

Signature

Douglas Cohen