**Your Contact Information**  
Christian Matthews  
1952 Wilmar Farm Road,  
Washington, MD20005  
Mobile: 240-320-XXX  
E-mail id: abcd@example.com

**Employer Contact Information**  
Mr. Daren Daniels  
The Hair Spa,  
3401 Elliott Street,  
Manchester, NH03103

**Date:** December 11, 20XX

Dear Mr. Daniels,

Re: Hair Stylist Position

I would request you to accept my application for the position of a full-time hair stylist, which was advertised yesterday in www.indeed.com.

I have completed my hair stylist certification from Washington State University and I am currently completing my course in Hair Salon Management from New Hampshire College. I have nearly seven years of experience in this industry, and my professional skills consist of business operations, training, color mixing, cosmetics, styling and hair care. I have performed all kinds of haircuts on children, men and women.

I have also achieved the Hair Stylist Award for four consecutive years and I was also named the hair styling apprentice in 20XX. I have won the second prize in Unique Hair Cuts competition in 20XX and have got two commendations two years after that. For your further review, I have attached some photographs of all the styles that I won award for.

I am artistic, creative, ambitious, and a quick thinker with strong work ethic skills and have got exceptional organizational and interpersonal skills. I am very excited for this position and look forward to joining your organization. I am confident that my attitude and skills will make a significant amount of contribution in your team.

I am awaiting a response from your side and look forward for the possibility of a personal interview.

**Sincerely,  
Christian Matthews  
Your Signature**