**CassidyBeaver  
WhitehouseSociety  
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**18/07/20XX**

**AlexTownsend  
HiringManager  
RoyalBeautySalon  
3401FannieStreet,SouthAvenue,  
Scottsdale, AZ, USA**

**Dear Mr. Townsend,**

Re: Application for Hair stylist position

Few days back I was alerted about the job opening for the position of Hair stylist from my friend at the Robison Salon. I would appreciate the opportunity to be considered for this applied position at your Royal Beauty Salon.

I have recently graduated in Cosmetology from the Arizona University. In addition, I also hold a Grade II Certificate in Beauty Consultation and hair dressing as per the latest trends.

I would be glad to commence my career with your well-established salon. If provided a chance to work with your staff members, it will not only enhance my skills and credentials but it will also prove to benefit the productivity of your salon. As I am extremely passionate about my work, I assure you total dedicated towards my job and guarantee that every customer leaves the salon happy and satisfied.

I wish to meet you in person and have a word regarding the applied position. Please call me on the above mentioned phone number or email address as per your convenience.

Thanking You.

Yours Sincerely

(Signature)

Cassidy