Nov. 19, 20XX

Patricia Hayworth

Manager

Bombshell Salon and Beauty Bar

531 Westwood Street, Suite 2

Dear Ms. Livingston,

I have always had a passion for styling hair, and have worked diligently to earn my associate’s degree in cosmetology. I believe that my education along with my attention to detail and customer service skills have prepared me very well to be an excellent hairstylist and a valuable addition to your salon.

I have obtained my state cosmetology license and spent the past two years working at a local barber shop. As your job listing mentioned, I have experience cutting, coloring, perming, highlighting and styling hair for both men and women. My diverse range of clients has given me experience with all types of people and hair.

As I have a large client base, I feel that it would be best for me to transition to a larger salon. Your salon is known for its quality stylists and the many services it offers, and I believe that my skills and experience would help increase the positive reputation of your salon.

I am eager to join a quality team at a reputable salon and can begin working immediately. Your time and consideration in this matter is very much appreciated. I hope to continue to build on our relationship during an interview.

Sincerely,

[NAME]