Name

Address (optional)

Phone Number (optional, but make sure you list at least one form of contact)

Email Address (optional, but make sure you list at least one form of contact)

Date

Name of Contact (optional)

Professional Title (optional)

Company (optional)

Address (optional)

Phone Number (if applicable)

Email Address (if applicable, usually list if application was submitted via this method)

Website (if applicable, usually list if application was submitted via this method)

Greeting (best if you can address a specific person),

*First Paragraph* - In a few sentences, explain why you’re a great fit for the job opening. You can include why you are writing/what the position you are applying for, where you found the job posting, why you are excited about the job and/or the company, and how the job matches your career goals. Include any networks or mutual contacts, if you have any, as long as they are in good standing with the company.

*Middle Paragraph(s)* - In one or two paragraphs, describe what you have to offer, specifically how your qualifications and past accomplishments meet the requirements listed in the job description. Focus on your most relevant experience, qualifications and skills. Don't summarize your résumé; instead focus on concrete examples of how your experience would be a good fit for the job.

*Final Paragraph* - Close by thanking the employer for their time and consideration. You may also want to sum up your qualifications for the role and express an interest in continuing to the next stage in the hiring process.

Closing,

Signature (if printing as hard copy)

Your Name Printed

Suzie JobSeeker

123 Main St

Green Bay, WI 54302

(920) 555-0123

suzie.jobseeker@gmail.com

October 15, 2020

Johnny Barber

Manager

Cliff’s Hair Center

www.cliffshaircenter.com

Mr. Barber,

Please accept my resume for the open Hair Stylist position found on your website. I am currently licensed as a Cosmetologist and have over eight years of hair stylist experience, both within the retail and privately-owned salon settings. I appreciate the approach that your salon brings to our field with your balance of customer-focused service and offering up-to-date styling trends. I know I can promote and provide this same level of professionalism during every customer interaction.

I believe the customer is the center of our business. If the customer is not happy, the salon is not able to maintain its excellent reputation in our community and gain and maintain clientele. This is why I take the time to listen to each customer and tailor my services to their individual perspectives, hair textures, and face shapes while focusing on aesthetics and current trends. As mentioned, the customer is the center of our business but good management is also important. My experience maintaining my own schedule, creating daily schedules for other staff, maintaining accurate records, and providing training, supervision, and mentorship to other staff has contributed to the overall success of my previous salons. I look forward to using my skills to assist the diverse clientele that you serve.

Thank you for your time and consideration. I look forward to speaking with you soon about your Hair Stylist position and sharing further details about my skills, experience, and passion for creating the right look for our customers.

Sincerely,

Suzie JobSeeker

Suzie JobSeeker

Attachment