**Betty Skipper**

**[Street Address] New York, NY 55900 ⬩ H:555-555-55555 M: 333-666-9999 ⬩ [Email Address]**

**Today’s date**

Ms. Gigi Lulu

Gigi’s Salon

Street Address, City, State, Zip

**Re: Cosmetologist Position**

Dear Ms. Lulu,

As I walked past your beauty salon yesterday, I noticed the “Wanted – Experienced Cosmetologist” sign on the outside.
I’m attaching me resume for you to look at, and you’ll please notice that I have 14 years of working with thousands of happy customers to help them look their best.

I take a few minutes to examine my clients’ face structure and coloring, and ask them what kind of statement they want to make, then I get to work. Here are just some of the beauty tools I wield:

* Hair: I color, streak, and tint hair, style it, cut it, and teach others how to color and care for hair in between visits.
* Make-up: I apply make-up for everyday usage or special occasions.
* Nails: I perform manicures, put on nail polish, and add stickers or other decorations

I also have experience in the inventory, billing, and placing orders part of running a salon, and am willing to lend a hand whenever needed.

Let me know when it’s convenient for me to pop by for an interview.

You can reach me easily at 333-666-9999 or at [your email address].

Thanks in advance.

Betty Skipper