**Darlene Hamilton**

**🕿 555-444-3333 🖂 [Email Address]**

**[Street Address] New York, NY 55900**

**Today’s date**

Joanne Kelley, Manager

Green Beauty & Health Spa

Address, City, State, zip

**Re: Esthetician**

Dear [Contact name],

Hi! My friend, Shari Chic, who works in the hair salon near your beauty and health spa, told me that you’re looking for an esthetician, as you’re expanding your services.

As you can read from my attached resume, after I received my diploma in cosmetology, I’ve served more than a decade of satisfied clients in Pacific Palisades.

I can tell by looking at a woman’s skin her smoking habits, what kind of foods she eats, and how she should be taking care of her skin. I have been able to tell the difference between allergic reactions to cosmetics that a woman wears and irritation due to stress, and to recommend which products and therapies will eliminate such conditions.

I remain current regarding make up trends and latest techniques in order to attract new clients and to offer customers with whom we have a lasting relationship a new look.

In addition to providing facials, acne treatments, chemical peels to eliminate wrinkles, skin rejuvenation, and waxing, I can answer phones and make appointments, train new workers, and maintain inventory, ordering new supplies when necessary.

I would be interested in dropping by your spa for an interview and providing a complimentary facial for a customer or one of your staff to demonstrate my techniques.

Please contact me for a convenient time.

Thanks in advance!

**Darlene Hamilton**

**Attachment: My Resume**