**Helen Troy**

**🖂 Street Address, New York, NY 55900 🕿 123-456-7890 🖂** **[Email Address]**

**Today’s date**

Ms. Tricia Brush

Beauty Salon

Street Address

City, State, Zip

**Re: Hair Stylist**

Dear Ms. Brush,

When I walked past your salon yesterday and saw the sign advertising work for hair stylists, I decided to update my resume and apply for the position.

As you can read, I’ve been working as a hair stylist in the city for 16 years and have created thousands of beautiful hairdos.

The types of hair consults I provide include:

* Trimming, cutting, styling, straightening, and applying chemicals to produce curls or waves
* Dying, streaking, and tinting
* Hair care – blow drying, oil treatments, and scalp massages

I am always interested in hearing about and trying out new hair styles and fashions. I am happy to work with clients to exceed their expectations, but can tactfully explain why certain styles will flatter their faces more than others.

Please be in touch with me to arrange for an in-person interview, as the printed page just can’t do justice to the colorful worldview of a hair stylist.

My contact information is at the top of the page. Looking forward to hearing from you at your earliest convenience.

Thank you!

Helen Troy

**Enclosure: Resume**