**Tammy Jones**

[Street Address]  New York, NY 55900

Phone: (333) 333-3333  Email: yourname@vmail.com

**Today’s date**

Ms. Theresa Brown, Center Manager

Green Beauty Center

Address, City, State, zip

Re: Massage Therapist – Advertised in Spa Secrets Magazine

Dear Theresa Brown,

I learned of an opening for a massage therapist in your beauty center in this week’s Spa Secrets, and am pleased to attach my resume to this letter for your consideration.

I have been providing massages to thousands of clients over the 18 years that I’ve been working in the field, and derived much gratification in seeing the change for the better that my treatments have wrought.

I consult with the client’s doctor before beginning treatment, if the client was in fact referred to me from a medical professional, and together we determine the frequency and type of treatments needed. I am familiar with Swedish massage, Rolfing, Shiatsu massage, hot stone massage, and aromatherapy massage, and am willing to follow the client’s preference.

In my current position, I also supervise the overall cleanliness of the spa, ensuring that waiting rooms and therapy rooms are clean and welcoming.

When I am not with a client, I receive calls and set up appointments.

I would appreciate hearing from you regarding my coming in for an interview.

Please contact me.

If you leave a message on my voice mail, I will get back to you as soon as I finish with the client.

Sincerely,

**Tammy Jones**