

# Samantha Lin

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Jonathan Roberts

21st Street Beauty Professionals

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Roberts,

As you can see from my attached resume, I'm a licensed cosmetologist with five years of professional experience. Over the course of my career, I've provided high-quality beauty services to a diverse client base. My ability to build long-term relationships with customers improved client retention by over 40% for Brooklyn Beauty Salon. I believe that I can help improve revenue and client satisfaction for your organization as the new cosmetologist.

21st Street Beauty Professionals' reputation for delivering an inclusive customer experience that caters to clients from all walks of life is what draws me to apply for this position. I am confident that I can continue to further the success of your salon based on my career accomplishments:

- Built relationships with clients by providing appropriate recommendations for hair and beauty services based on individual needs and long-term goals
- Upsold products and services and provided education on coloring, maintenance, and hairstyles, which generated \$2K to 3K in additional revenue per month
- Performed eyelash treatments, facials, and haircutting services for over 500+ clients and achieved positive customer service scores of 95%

I look forward to telling you more about how my sales and customer service skills can enhance your business. Feel free to contact me for follow-up information at your earliest convenience. I appreciate your time and consideration.

Sincerely,

Samantha Lin