

## A COVER LETTER

Read Martina's cover letter and write in the box the letter of the paragraph that corresponds to each part of a cover letter:

<input type="checkbox"/> closing formula	<input type="checkbox"/> signature	<input type="checkbox"/> education
<input type="checkbox"/> sender information	<input type="checkbox"/> enclosed documents	<input type="checkbox"/> greeting
<input type="checkbox"/> professional experience	<input type="checkbox"/> skills	<input type="checkbox"/> purpose of the email
<input type="checkbox"/> date	<input type="checkbox"/> recipient information	<input type="checkbox"/> closing paragraph

Martina Sands  
24 Dorwin Street  
London, SE17 1EZ  
msands@beauty.org  
+44 7835511878

**B** Time To Glow Beauty Salon  
176 Main Street  
London, EC1 2AS

28th June 2023 **C**

**D** Dear Sir or Madam,

**E** I am writing to apply for the position of hair stylist at Time To Glow Beauty Salon. I am a passionate hairdresser and I strongly feel I would be a valuable addition to your team.

Regarding my training, I completed a diploma in Hairdressing from the London Beauty Institute, where I learned different haircutting and styling techniques. I also studied colouring and basic hair treatments, which helped me develop practical skills for everyday salon work. **F**

**G** Although I am at an intermediate level, I gained professional experience during my apprenticeship at Fresh Look Salon, where I assisted senior stylists, helped with washing, colouring, and styling clients, and practised techniques under supervision.

Concerning my skills, I show patience with clients and work well in teamwork situations. I adapt easily to clients' needs, pay close attention to detail, and solve problems effectively. I enjoy learning new techniques and improving my work every day. **H**

**I** I would love to join your team and contribute to creating great hairstyles for your clients. I enclose my CV, which gives further information about my education, training, and other skills.

Thank you for considering my application. I am happy to attend an interview. Do not hesitate to contact me on the number or e-mail address given above. I look forward to hearing from you. **J**

**K** Yours faithfully,  
Martina Sands **L**

