

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:

- ☐ closing formula
- ☐ sender information
- ☐ professional experience
- ☐ date

- ☐ signature
- ☐ enclosed documents
- ☐ skills
- ☐ recipient information

- ☐ education
- ☐ greeting
- ☐ purpose of the email
- ☐ closing paragraph

A 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**

