

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 | ☐ signature | ☐ education |
| ☐ sender information | ☐ enclosed documents | ☐ greeting |
| ☐ professional experience | ☐ skills | ☐ purpose of the email |
| ☐ date | ☐ recipient information | ☐ closing paragraph |

A

Martina Sands
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London, SE17 1EZ
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+44 7835511878

B

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

C

28th June 2023

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.

F

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.

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.

H

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.

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.

J

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.

K

Yours faithfully,
Martina Sands

L

