

# Kelly Alvarez

Cosmetologist 123 Address St., Portland, OR 12345 kellyalvarez@youremail.com (123) 456-7890

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January 1, 2022

## Ashley Campbell

Hiring Manager  
Campbell Beauty Salon  
(987) 654-3210  
ashley@campbellbeautysalon.com

Dear Ms. Campbell,

As a licensed cosmetologist at Selena Beauty Parlor, I delivered hair and cosmetic services to over 10 to 15 clients per day, including facials, hair cuts, and coloring. Over the first six months of employment, I received customer satisfaction scores of over 90%. I hope to bring the same level of success to clients for your organization.

Campbell Beauty Salon's reputation for delivering high-quality service to clients strongly resonates with me as a cosmetic professional. I believe that I can continue to grow this reputation based on the following accomplishments from my career:

- Achieved early career success in the cosmetology industry by utilizing an empathetic approach to beauty services, resulting in being in the top three customer service rankings across the team
- Conducted sales for beauty products and upsold services to customers, which included achieving over 120% of quota month over month
- Provided recommendations to clients on hairstyles, color, and after care products

I would like to schedule an interview to tell you more about how my client relations skills can help grow your customer base. You may contact me via phone or email at your convenience for any additional questions you may have. Thank you for your time and consideration.

Sincerely,

*(Insert Signature Here)*

**Kelly Alvarez**