

# Jason Langston

Cosmetologist  
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Seattle, WA 12345  
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(123) 456-7890

January 1, 2022

Candace Johnson  
Hiring Manager  
Sunlight Beauty Salon  
(987) 654-3210  
candace@sunlightbeautysalon.com

Dear Ms. Johnson,

Redefining Harborview Beauty Parlor's approach to beauty services was one of the proudest achievements over the course of my 10-year career. I delivered new training initiatives for cosmetologists in customer service and client education to create a welcoming and compassionate atmosphere, improving our Google ratings from 3.5 stars to 4.7 stars over two years. I am confident that my management and cosmetology skills will allow me to excel as the new lead stylist for your salon.

Sunlight Beauty Salon's reputation for its dedication to excellence strongly aligns with my professional background. I believe that I can help to grow the reputation of your brand based on the following achievements from my career:

- Managed, hired, and developed a team of 15 hairstylists and cosmetologists and led training efforts to improve customer service and build a collaborative work culture, which improved client satisfaction ratings by over 35%
- Delivered beauty services to over 400+ high-end clients, upsold products and services, and achieved over 150% of annual sales goals year over year
- Oversaw all aspects of daily operations, conducted scheduling, evaluated team performance, and provided coaching to drive the professional growth of team members

I look forward to speaking with you further about how my management skills can help further enhance team performance and drive the success of your organization. You may contact me for additional information at your convenience. Thank you for your time and consideration.

Sincerely,

*(Insert Signature Here)*

Jason Langston