

LETTER FORMAT

2020 Tree St., Apt# 3  
Welland, ON  
L3C 1S1

} SENDER  
ADDRESS

August 25, 2021

DATE

MONTH DAY YEAR

Amira Baksh, Owner  
Hair Today  
123 West Main St.  
Welland, ON  
L3B 2S1

} RECEIVER  
NAME, TITLE  
ADDRESS

SALUTATION  
ENDS WITH :

Dear Ms. Baksh:

Your recent posting on Indeed excites me as I am Hairstyling student in my last year searching for an apprenticeship. Providing exceptional customer care, while remaining imperturbable, is essential in the fast-paced salon environment. It's a challenge that inspires me. The enclosed resume and reference letters support this application to apprentice with you and your salon.

After completing my initial hairstyling courses in high school, I started at Niagara College and will graduate with honours in December 2021. Colour and short cuts are two courses I have excelled in and look forward to learning more with an expert during an apprenticeship. My customer service training started with restaurant serving and has developed over the past year with my position as a receptionist in a physical and massage therapy clinic. I speak and write English, French, and Italian and enjoy meeting people with other languages and experiences as well.

Your salon and clientele really appeal to me because of creativity encouraged and explored. You will find that shown in my work as well. Please check my Instagram, Bramble\_Tresses, for examples of my commitment and ability and my WordPress Blog, BrambleTresses.home.blog.

It would be a pleasure to discuss my application in person with you further. You can contact me at 905-555-1234 either by text or voice.

Thank you for your time.

SIGNATURE  
BLOCK

*Kezia Bramble*

Kezia Bramble

cc - copy to  
/encl: K. Bramble Resume  
bcc - blind copy to

/enclosure  
if you have  
something  
to enclose