

**Donna Marty
456 Richmond Drive
Centerville, USA 34576**

Ms. Carolyn Root, Owner
Hair Ye! Hair Ye! Salon
56 Hope Street
Any Town, USA 78956

27 March 2020

Application for the post of a beautician

Die Betreffzeile kann beim
Cover letter auch
weggelassen werden

Dear Ms. Root:

Doppelpunkt
ist in den USA
üblich

I have been a beautician for fifteen years full-time. Today I am writing this cover letter in response to your posting on JobBankUSA.com for part-time beauticians. The hours and pay are well suited to my situation in life at this time. I can work Tuesdays and Saturdays and am available to fill in when needed.

Excellent beauticians are hard to find so I would consider it a plus if you selected me for this opening. I am a hard worker, creative with hair styling, have an eye for a good cut, and people enjoy talking to me. I go out of my way to make each customer feel special.

Are you free to get together any morning next week to talk about this job and how I might fill it? Please call me at 456-777-8989 to let me know. I appreciate the opportunity to be considered.

Sincerely,

Donna Marty

Enc: resume

„Sincerely“ oder „Yours sincerely“, weil die
Person, an die der Brief geht, bekannt ist
(Hier ist das eine Ms Root).
Also nicht „Yours faithfully“!

Eine persönliche Anrede ist bei einer
Bewerbung Pflicht!