

87 Jackson Place  
Harley  
HY7 1AN  
Tel 0893 1874632  
Email jadesoames@anycom.net

(Today's date)

Human Resource Manager  
Paul Henri International  
49 Market Street  
Harley  
HY1 2MS

Dear Sir/Madam

**Stylist – Paul Henri International**

I would like to apply for the position of stylist that was recently advertised in the Harley Bugle.

Since leaving school I trained in hairdressing at Snippet's Salon where I've just completed my apprenticeship and achieved my NVQ2 qualification, and would like now to become a stylist.

I have enclosed my CV and look forward to hearing from you.

Yours faithfully

*Jade Soames*

JADE SOAMES