

# Jane Smith

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January 21, 2015

Debbie Jones  
Owner  
Glow Day Spa  
225 Bridge St E  
Belleville, Ontario  
K8N 1N7

Dear Ms. Jones:

As a student in the Esthetician and Spa Management Diploma program at Loyalist College, I am currently seeking a placement opportunity in a dynamic spa such as yours. My enclosed résumé highlights the skills I would bring to a four week placement with Glow Day Spa during the month of March 2015.

While at Loyalist, I have had the opportunity to gain both theory knowledge and hands-on experience. My classes taught me the fundamentals of customer service, and business applications, while my clinical experience gave me the opportunity to apply my technical skills in a spa setting. In addition, as a high school student, I completed a co-op placement within a spa setting, where I learned a great deal about spa operations and techniques. Throughout my school career I have maintained part time positions in customer service roles, where I have added cash handling, multi-tasking and teamwork to my skill set.

My positive attitude would be a strong asset to the Glow Day Spa team. I look forward to the opportunity to meet you in an interview and welcome a phone call at the number above. Thank you in advance for your time and consideration.

Kind Regards,

*Jane Smith*

Jane Smith

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