**Robert Smith**

***Contact details***

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**Cosmetology Instructor**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing this to apply for the open position of Cosmetology Instructor at your accredited university. I possess 3 years of experience as a Cosmetologist at ABC College, which led me to develop my interpersonal skills and helped me stay updated with the latest fashion and beauty sense.

I am confident that my qualifications and expertise can add a positive contribution to the teaching staff at your university. Here are the following responsibilities I am taking care of as a Cosmetologist:

* Devise annual course curriculum in line with the latest syllabi.
* Invent creative lesson plans to keep the students focused.
* Maintaining beauty product stock required for each course.
* Conduct examination and practical assignments.
* Grade students based on their performance.
* Provide feedback post examination.

My enclosed resume will share a preview of my educational background, employment history, and industry-relevant expertise that perfectly matches with the job requirements. I would love to discuss my abilities in person with you.

Sincerely,

[Your Name]



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