

Mary Doe
Certified Massage Therapist
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April 2, 2007

Mrs. Sue Simpson
Spa Director
Beautiful Day Spa
1122 County Road
This Town, USA 54321

Dear Mrs. Simpson:

I want to commend you and your staff on the wonderful facility and surroundings you have created at your spa. There are many amenities that add that special touch to the Beautiful Day Spa experience. It's obvious that the team of professionals you have gathered care about their work and their clients.

I have recently completed a massage training program and a spa program offered at the massage school. My desire is to work with a team that is supportive and conscientious about their work. I am confident that my educational background and my passion for the therapeutic aspects of spa services make me an excellent candidate for the open massage therapist position at your spa.

I consider educating clients on the benefits of their treatments as part of the whole experience. The extensive training I have in detoxifying therapies and wraps would be an interesting addition to your menu of services. A complete list of my trainings is included on my attached resume.

I appreciate the time you've taken to read and consider my resume. I will follow up with you by phone next week in hopes of scheduling an interview. My current schedule would allow for me to be available to begin work at Beautiful Day Spa by May 1st.

Respectfully,

Mary Doe