



Assignment 1

Module code and name: Employability and career Development
(LCLM4005_LON)

Lecturer: Lizeta Demetriou

Submitted on:

Job Description

Hairdressers

- Glow Beauty Salon - 5.0
- London

Job details

- Temporary | Permanent | Part-time | Full-time
- £24,420.00 - £57,210.35 a year

Benefits

- Store discountEmployee discount

Qualifications

- Customer serviceUpsellingHair stylingStore managementBarberingOrganisational skillsFront deskCommunication skills

Full job description

Overview

We are seeking a talented and personable Hair Stylist to join my salon. The ideal candidate will possess a passion for hairdressing, with a focus on delivering exceptional customer service. This role offers opportunities for professional growth and development within a welcoming environment. The successful applicant will be responsible for creating stylish looks, providing personalised consultations, and ensuring clients leave feeling confident and satisfied. Experience in haircuts, hair colours, barbering, along with strong communication skills and the ability to upsell services effectively.

Duties

- Perform a variety of hair styling services including cutting, colouring, styling, and treatments tailored to client preferences
- Provide expert advice on hair care products and styling options to optimise client results
- Manage front desk responsibilities including appointment scheduling, client check-in/out, and maintaining a welcoming atmosphere
- Upsell additional services and retail products to maximise client experience and salon revenue
- Keep workstations clean, organised, and compliant with health and safety standards
- Support store management in daily operations as required

Experience

- Proven experience as a Hair Stylist or Barber with a strong portfolio of work demonstrating versatility and creativity
- Knowledge of store management practices is advantageous
- Skilled in barbering techniques and colour correction
- Excellent customer service skills with the ability to communicate effectively with diverse clients
- Experience in front desk operations and retail upselling strategies

- Strong organisational skills with the ability to manage multiple appointments efficiently
- A recognised qualification in hairdressing. This role provides an exciting opportunity for passionate beauty professionals eager to expand their skills within a supportive team environment. I value dedication, creativity, and excellent communication skills in our staff.

Job Types: Full-time, Part-time, Permanent, Temporary

Pay: £24,420.00-£57,210.35 per year

Benefits:

- Employee discount
- Store discount

Work Location: In person

CV

Grace Bassoko

Gracebb05@hotmail.com

PROFILE

Final year certificate in business management student skills. With knowledge of hair, colour, cut, trimmed, styles, and shaker hair according to the desire of clients. Helped clients to achieve hair health by offering special services and products. Worked with regular and walk in clients. Worked to achieve elevated levels of customer satisfaction, increasing the popularity of the salon.

EDUCATION & QUALIFICATIONS

University of wales - Level 4 in business management in workplace Business management2026

University of wales - Level 4 business management in workplace Academic skills and digital skills2026

WORK EXPERIENCE

Sale assistance | Asda July 2019 to Dec 2024

. Excellent communication skills. Hard working. Faster learning

- . Providing assistance to customers by answering their inquiries.
- . Managing and processing orders.

- . Assisting in the preparation of sales reports and analysis.
- . Gain more knowledge in sales assistance.
- . Team working in unfamiliar environment with new people.

ADDITIONAL INFORMATION

Technical skills

- Digital marketing & content creators

REFERENCES

Lizeta Demetriou | Program management and lecturer.

Cover Letter

I am writing to apply for the part-time position advertised at simply hired website. I currently studying business management in workplace. Where I am developing a strong understanding in business management, teamwork, and communication. I am particularly interested in this opportunity because it allowed me to apply my academic knowledge while gaining experience in a customer focused environment.

My earlier role involved work in retail part-time and studies. I have developed strong flexibility, dedication, communication, and problem-solving skills. In my role working as a sale assistant, I constantly increase sales targets through my production.

I know my ability to adapting and involving any situation and take initiative to address challenges in the workplace. I understand importance of teamwork in retail store and collaborating with customer.

Your organisation is known for its compelling reputation for excellent customer service and commitment employee development. I admire organisations that prioritise customer satisfaction and professional growth, and I would welcome the opportunity to contribute to a team that values these principles. I believe my position attitude, strong work ethic, and enthusiasm for customer service would enable me to make a valuable contribution to your organisation.

I look forward hearing from you and i would welcome the opportunity to discuss my suitability for this role in more detail and prove how my skills and motivation align with the needs of your team.

Kind regards,
Grace Bassoko

