**Robert Smith**

***Contact details***

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**Barista**

[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 came across your advertisement on the online job portal, and I am interested in applying for the Barista position. I have 4 years of experience as a Barista and serving food. Due to my work ethic and customer service experience, I am confident that I will be an excellent addition to your team of experienced employees.

I am currently employed at [ABC’s Cafe]. With my excellent interpersonal and communication skills I was able to establish a regular customer base. My attention to detail is what makes my coffee and food a unique experience altogether. My cultural roots have allowed me to introduce innovative and easy to make dishes which was an instant hit with the crowd.

Being a Barista comes naturally to me as I thrive on meeting new people and providing them with excellent customer services including food and beverages. It is safe to assume that your cafe is highly professional and my experience and passion for the craft of brewing coffee will fit perfectly. At my current place of employment, I am responsible for the following:

* Greeting customers and informing them about the menu and any updates if necessary.
* Accepting orders for food, coffee, and payments.
* Grinding coffee beans for brewing fresh coffee, making tea, preparing baked food, sandwiches, crepes, and serving to the customers.
* Using leadership qualities to take the initiative to train the junior staff to perform duties while maintaining high standards of customer satisfaction.
* Displaying merchandise on the display. Packaged coffee or tea powder.

Reading about your company I was thoroughly impressed by your ambition and your persistent effort to maintain the highest standards of quality control. I am positive that my qualities are adequate for the Barista job at your coffee shop and hoping to bring many laurels for your establishment.

Thank you for your time and consideration. I am looking forward to discussing in detail my skills and how I will become a vital part of your present working staff.

Sincerely,

[Your Name]



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