

AMELIA SMITH



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Costa Coffee

London, UK, 8 February 2024

Dear Hiring Manager,

I am writing to express my keen interest in the Barista position at Costa Coffee, as advertised. With over 6 years of experience in speciality coffee shops, I am excited about the opportunity to bring my expertise in coffee preparation, customer service, and fostering a welcoming atmosphere to your cafe. My educational background, complemented by a Diploma in Hospitality Management and a Barista Training certification, helped me cultivate a deep understanding of both theoretical concepts and hands-on skills essential for excelling in this role.

In my recent role as a Barista at Bean & Brew in London, I have honed my skills in crafting diverse coffee beverages while ensuring consistent taste and quality. With a demonstrated track record of engaging with customers to understand their needs and advising on appropriate coffee selections, I ensured a positive experience for all customers.

During my time as an Assistant Barista at Espresso Haven in Manchester, I specialised in preparing espresso-based drinks, managed inventory restocking, and trained new staff members, further improving my expertise to deliver excellent service and uphold customer satisfaction to high standards.

I am looking forward to the opportunity to join Costa Coffee due to its reputation for excellence in the local community and its commitment to providing a memorable coffee experience. I am confident that my skills and love for coffee make me an ideal candidate for this role.

Thank you for considering my application. I am eager to contribute to the success of Costa Coffee and am available at your earliest convenience for an interview. You can reach me by phone to arrange a meeting in the following weeks.

Sincerely,

Amelia Smith

Attached: CV & References