

# Barista Cover Letter Sample 1

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**Erik Rexson**

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August 24, 2018

**Jane Tano**

Human Resources

**Charlie's Coffee Shop**

78 Bluebird Street, San Diego, California 36889

Dear Mrs. Tano,

Following your advertisement in the Sunday edition of the Daily Times, I am interested in applying for the position of a part-time barista. I have ten years in the service industry, both as a waitress and as a barista. Due to my work ethic and experience, I believe that I will be an excellent addition to your team.

I currently work at Ayo's Coffeshop in San Diego as head barista. I have performed both opening and closing of the shop, and regularly serve customers during peak busy times of breakfast, lunch, and dinner hours. While at Ayo's, I have been in charge of checking the coffee stock daily and performing equipment checks on all of our equipment. I also grind fresh coffee beans and take customer orders.

One of the aspects of my current position that I am most proud of is the increased amount of responsibility that I have been afforded as a head barista. In my position as head barista, I provide training for all of the new barista hires. This includes educating the new hires on how to make coffee, how to use and clean our equipment, and the precise methods needed for preparing our specialty drinks.

I provide friendly customer service at all times. I firmly believe that this skill is the most important one that a barista must possess in order to be successful at their job. In this way, I am able to best represent the values of the company that I work for and to illustrate how much my employer values the customer. Multi-tasking is another skill that I excel at, which is very important when we are understaffed and receiving a higher influx of customers than normal. Additionally, I exhibit skills in being a team player and being punctual.

To conclude, I would very much like the opportunity to discuss this position with you in person. I would like the opportunity to further explain how my customer service skills and experience as a head barista will make me the right fit for Charlie's Coffee Shop. If you would like to arrange an interview, feel free to contact me by phone before noon, or by email in the afternoon or evening.

Sincerely,  
Erik Rexson