

SAMPLE LETTER #1

Jane Smith
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May 29, 2013

Mike Johnson
Owner
Origin Coffee and Tea
2168 Sunset Boulevard
Rocklin, CA 95765

Dear Mr. Johnson,

I am writing to request an interview to work as a barista at your coffee shop. I heard about an open barista position from the administrative assistant at Origin, Megan Smith, and wanted to send along my resume for you to review.

I have just graduated from Victory High School, where I made the Principal's list for the past three quarters in a row. I have also received awards for excellence in Language Arts and Social Studies. I am a part of the Interact club on campus where we serve the homeless, pack toys for children during Christmas, and volunteer at Feed My Starving Children. I love to write music and spend time with those closest to me.

I believe that I would be a great asset to the team at Origin Coffee. I have an outgoing and friendly personality and enjoy serving others and working hard. I am great with computers and technology and would be able to learn the cash register system and requirements quickly. I am proficient in Microsoft Office including Word, PowerPoint, and Excel. In addition, I truly love coffee and am familiar with the different drinks served at your shop.

I look forward to hearing from you with any questions or next steps in the hiring process. I will follow up next week with a phone call. Thank you for your consideration.

Sincerely,

Jane Smith