

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Barista

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Barista position at Acme Corporation, which I discovered on your careers page. As a passionate coffee enthusiast and a quick learner, I believe I have the skills and dedication necessary to contribute to your team and provide exceptional service to your customers.

During my time volunteering at a local community café, I developed a strong foundation in coffee preparation and customer service. I was responsible for serving an average of 200 customers per day during weekend rushes, which honed my ability to work efficiently under pressure. My commitment to excellence was recognized when I received positive feedback from patrons about my friendly demeanor and quick service. Additionally, I completed a coffee brewing workshop, where I gained hands-on experience in creating various espresso-based drinks and learned about the nuances of different coffee beans, which I can bring to enhance the menu offerings at Acme Corporation.

I am particularly excited about the opportunity to join a company like Acme Corporation that values quality and community. I am eager to contribute to your team by leveraging my skills in creating a welcoming environment for customers, sharing my knowledge of coffee, and maintaining high standards of cleanliness and organization in the café. I would appreciate the opportunity to discuss how my background and enthusiasm for coffee align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Taylor