December 1, 2015

Lisa Johnstone  
Human Resources Manager  
ABCD Company Inc  
123 Theway Blvd  
Atlanta, GA 30211

Dear Mrs. Johnstone:

Reading the posting on your company’s website on November 29, I learn that the position of a barista is available now. I want to inform that I would like to be considered as a candidate for that.

I have earned my certification from The American Barista and Coffee School. From this school, I have learned everything about coffee. That includes tasting coffee, selecting coffee beans, and bringing the real taste of a coffee. I also have a good communication skill, which is useful in team work as well as customer service. Additionally, I can offer you my skill in latte art where I can do various shapes. I also have juggling skill which may attract more customers. As matter of fact, I even managed to win a barista competition with that ability.

Thank you for your time to review my application. I will be glad to be able to work in your coffee shop. Please do feel free to set a schedule for our interview.

Sincerely,

John O. Connor

Enclosure: Resume