

SUKI CHEN

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Dear Hiring Manager,

I am writing to express my interest in the Barista position at Coffee Haven. With a Bachelor of Arts in Hospitality Management and four years of experience as a Cafe Manager, I have developed a strong foundation in customer service and team leadership that aligns well with your commitment to creating an inviting atmosphere for coffee lovers.

At my previous role, I honed my skills in beverage creation and inventory management while fostering a collaborative environment among staff. My detail-oriented approach ensures that every cup served meets high standards of quality and presentation, which I understand is vital to Coffee Haven's mission.

I am passionate about coffee culture and eager to share this enthusiasm with customers. Providing exceptional service is not just about meeting expectations; it's about building connections within the community, something I deeply value. My adaptability has allowed me to thrive in fast-paced settings while maintaining organization and cleanliness—qualities that contribute positively to the overall customer experience.

Moreover, my strong communication skills enable me to engage effectively with patrons, making personalized recommendations based on their preferences. This approach not only enhances customer satisfaction but also promotes repeat visits—a crucial aspect of any successful café.

I admire Coffee Haven's dedication to quality and sustainability and would be honored to contribute positively as part of your team. Thank you for considering my application; I look forward to the possibility of discussing how I can support your mission further.

Sincerely,
Suki Chen