

Ava Romano

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[Date]

The Hiring Manager
XXXX Cafe
Melbourne, VIC

Dear Hiring Manager,

I am writing to apply for the casual Cafe All-Rounder position at XXXX Cafe. I love the fast pace of hospitality and pride myself on giving every customer a friendly, quick experience, so I would welcome the chance to join your team.

I currently work casually at a local cafe, where I take orders, make basic coffees, handle cash and card payments, and help keep the counter and dining area clean during busy service. I hold a current RSA and a Food Safety certificate, stay calm when it gets hectic, and am available for weekends, nights and public holidays.

I would love the opportunity to bring my energy and reliability to XXXX Cafe. My resume is attached, and I would be glad to come in for a trial shift or interview at a time that suits you. Thank you for considering my application.

Kind regards,

Ava Romano