Eilidh Robertson
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12 October 2026

Ms Morag Strachan
Café Manager
The Laurel Tree Café
18 Laurel Wynd
Dundee DD2 9ZX

Dear Ms Strachan

Application for Weekend Café Assistant

I am applying for the Weekend Café Assistant job advertised on your website. I am in S5 at Balcairn Academy, studying four Highers, and I have six National 5s, four of them at grade A, including English and Maths.

Since January I have volunteered every Saturday morning at the Tayview Community Hub café, where I take orders and payments, make drinks on the coffee machine and clean down at closing. I have not missed a shift. At school I help run the breakfast club three mornings a week and check the allergy list before anything is served, and this year I passed the REHIS Elementary Food Hygiene certificate.

I have been coming to The Laurel Tree with my family for years, and I like that your staff know the regulars by name. I would enjoy serving at the counter and keeping things moving on busy weekend mornings.

I can work Saturdays, Sundays and weekdays after 4pm, and full time in the summer holidays. My CV is attached, and the coordinator at the community hub has agreed to give me a reference. Thank you for reading my letter.

Yours sincerely

Eilidh Robertson