

Kwame Mensah

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Mr Joe Hadley
Café Manager
Kelham Grind Coffee House
31 Alma Street
Sheffield S3 8SA

Dear Mr Hadley

Application for part-time Café Assistant (weekends)

I am applying for the part-time Café Assistant job at Kelham Grind, advertised on the Northgate University jobs board. I am a second-year Psychology student looking for 12 to 16 hours a week during term, and I have two summers of table and bar service behind me.

At Ashcombe Barn Weddings I served three-course meals and drinks at weddings of up to 160 guests, as one of a team of 12. Before each service I learned the menu and the guests' dietary needs and passed them to the kitchen, and at the bar I made coffees on the bean-to-cup machine and took card payments. I hold a Level 2 Food Safety and Hygiene certificate.

I have not yet worked a manual espresso machine, and I would like to learn it properly at a café that takes its coffee seriously. I study nearby and know how long your Saturday morning queue gets, so I know what a busy weekend shift here looks like.

I can work weekends and up to 16 hours a week in term, and full time in the Christmas, Easter and summer breaks. My CV is attached. Thank you for considering my application.

Yours sincerely

Kwame Mensah