*November 7, 2017*

*Subway  
89-C Jail Road  
Lahore, Pakistan*

**Re: Sandwich Artist / Counter Staff Opening**

Dear Hiring Manager,

Please accept this CV as my application to be a sandwich artist at Subway. I am passionate about taking to people and help them and would love to be an asset to the team.

I believe that I would be a great fit for this position. I have already worked for three years at a customer service in a big company. Most recently, I worked as a barista at Starbucks, where I was responsible for taking customers’ orders, preparing high-quality beverages, and handling cash. I have also served customers in a fast-paced environment at Swiss Chalet for 6 months.

In addition, my strong interpersonal and problem-solving skills would help me perform effectively. I am confident preparing food and beverages, communicating with customers, and creating a great dining experience. In addition, I have my high school diploma and am fluent in Urdu and English. These skills would make me a helpful addition to the team.

I would welcome the opportunity to discuss this in person; please feel free to contact me at 555-123-4567 or by email. Thank you for your time and consideration.

Sincerely,



Rachel Smith  
rachel@gmail.com

*November 7, 2017*

*David Jilly  
Hiring Manager  
Starbucks*

**Re: Store Manager Posting (Ref. ID: SM/SBUX/HUN/11/09)**

Dear Mr. Jilly,

Please accept the attached CV as my application for the Store Manager role at Starbucks. I am passionate about team-building and believe my experience in customer service would be an asset to the company.

Managing a Starbucks branch would be an exciting opportunity that fits my skills. I am currently studying Organizational Psychology at Western University. I have five years of retail experience, including two years as an assistant manager at a local coffee shop. And I have worked as well as a manager at H and M. I have just finished my contract.I am fluent in English, French and Hungarian.

I think that I could be a great fit for this position, and my managerial background and creativity would help me perform the role effectively. I am confident supervising employees, organizing staff schedules and maintaining a positive working atmosphere. I have strong interpersonal and problem-solving skills. As an enthusiastic worker and a quick learner, I would love to be an asset to Starbucks.

If you also feel that this would be a good fit I would love to discuss options with you. Thank you for your consideration!

Sincerely,  
Taylor Robinson [taylor20@outlook.com](mailto:taylor20@outlook.com)  
555-123-4567

