

Anaëlle Moore

4630 Clovelly Walk, West Vancouver, British Columbia, V7W 1H4

Tel: 778 968 3351

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10/8/13

Carina Eriksson
Manager
Starbucks Coffee Company

5339 Headland Dr
West Vancouver

Attn: Carina Eriksson,

I am applying for the position of Barista at the Caulfeild location Starbucks. I am applying for this job because I think I have many attributes that could enhance the service experience for customers, and also because I am very interested in working for a company with a conscientious regard for ethical practices and a commitment to reducing waste and recycling. This attention to the environment is very important to me because of my experience volunteering for causes dedicated to providing social, economic and environmental benefits to communities around the world.

I am dedicated and responsible, with the ability to stay both mindful and agreeable in fast-paced and often stressful situations. In my volunteer and work experience I have excelled in positions of leadership and have taken on the responsibilities of anticipating the needs of others, following specific procedures, and positively contributing to a team environment. I think that you will find that my strong interpersonal skills allow me to thrive in various situations when interacting with, and assisting customers, as well as being a dependable coworker and employee.

I have enclosed my resume and would like to have the opportunity to further discuss my qualifications with you. I am available for a personal interview at your convenience and can be contacted by email at anaele.em@icloud.com or reached at 778-968-3351 on weekdays from 3:00-10:00, or at any time on weekends. Thank you for your time and consideration.

Regards,

Anaëlle Moore

Encl.

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HIGHLIGHTS

- Attentive to detail; adjusts quickly with reliable follow-through
- Experience interacting and building positive relationships with a wide range of customers
- Bilingual with native fluency in French
- Sociable and flexible; comfortable in both team environments and positions of leadership

EDUCATION

Rockridge Secondary School, West Vancouver, British Columbia **2009-Present**
Senior

- Honor student
- Club associations: Co-founder and executive of the “Save our Seas” club, active volunteer for Umoyo, Interact, and Free the Children clubs (2010 Community Service Silver Medal)

VOLUNTEER AND WORK EXPERIENCE

Simon Fraser University, Budding Scientist Research Program **September 2013-Present**
Science World, Vancouver, B.C.

Research Assistant

- Monitor and record the behaviors and literacy developments of 4 multilingual kindergarten children during memory tests and science workshops
- Assist in the making of Ebooks on Ipads

Meet the Teachers Night, Rockridge Secondary School, West Vancouver, B.C. **September 2013**
Volunteer

- Greet parents and distribute maps and schedules
- Offer assistance, directions, and clarifications

Park Royal Shopping Center, West Vancouver, B.C. **December 2012**
Volunteer

- Wrap gifts to raise money for the Ambleside Youth Center in West Vancouver

Post Secondary Institution Day, Rockridge Secondary School, West Vancouver B.C. **October 2012**
Volunteer

- Assist university representatives in the setting up of classrooms and university information booths
- Greet university representatives, parents, and students and distribute pamphlets

Ten Thousand Villages Fair Trade Store, Vancouver, B.C. **November 2011**
Volunteer

- Greet and interact with customers
- Clean and organize shelves
- Raise money and awareness for the Umoyo School for Girls in Lusaka, Zambia

French Tutor **March-June 2011**

- Provide paid oral and written french tutoring for 2 bilingual children

REFERENCES

Available upon request