[Your Full Name]

[Cell number]
[Email address]
[Area/Suburb, City]

PERSONAL STATEMENT

Entry-level barista candidate with strong customer service and a keen interest in coffee. Completed [short barista course/intro training] covering espresso basics, milk steaming and hygiene. Reliable, tidy and calm under pressure, with experience handling customers and working to checklists. Available for [weekends/early shifts] and can start on [date].

KEY SKILLS

- Customer service (friendly, clear communication)
- Learning recipes and following procedures/checklists
- Basic coffee knowledge (espresso and milk texturing from training)
- Cleanliness and hygiene habits (sanitising, neat workstation)
- Cash handling / POS exposure (if true)
- Teamwork and reliability (on time, shift-ready)

TRAINING

Barista short course — [Provider], [Year]
Covered: espresso basics, grinder/dial-in introduction, milk steaming, cleaning and hygiene.

EXPERIENCE

Retail assistant (part-time) — [Shop Name], [City]
[Month YYYY] – [Month YYYY]

- Helped customers, answered questions, and kept displays neat and stocked.
- Handled payments and packed items carefully, working accurately during busy periods.
- Followed daily opening/closing tasks including cleaning and restocking.

Volunteer / School / Community role — [Organisation], [City]
[Month YYYY] – [Month YYYY]

- Worked in a team, followed instructions, and completed tasks on time.
- Assisted with setup/clean-up and handled people respectfully.

EDUCATION

[Matric (NSC) / Highest grade passed] — [School], [Year]

REFERENCES

Available on request.

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