

Tiara West

Dear Hiring Manager,

Thank you for taking the time to read this cover letter and resume. I wish to apply to become a valued team member, with the aim of commencing my employment as soon as possible.

I look forward to gaining new skills, having opportunities for advancement, and working in what I believe would be a good working culture!

For your convenience, I have listed below a few key points about me:

- I am a team player with a kind, caring and task focused personality.
- I am reliable, responsible, honest, and driven to always improve.
- I am always passionate about my work and ensure I do everything to the best of my ability
- I go above and beyond to satisfy all clients' needs

If I were to be afforded an interview at a time suitable to you, you would not be disappointed. I truly believe that you will see, in person, the benefits of adding me to your team.

I look forward to hearing from you in due course.

Kindest Regards,
Tiara West

Tiara West

Details

☎ 0444 584 959
✉ tiarawest.personal@gmail.com
🎂 21/12/2006
🏠 Bridgeman Downs

Education

Secondary: Mount
Alvernia College
(2019)

Secondary: Brisbane
Girls Grammar School
(2020-2022)

Secondary: St John
Fisher College
(2023-2024)

TAFE: Certificate III in
Screen and Media
(2023)

Get Set Ed: Diploma in
Business (2025 Completed)

Mater Education: Diploma of
Nursing (Graduating
December)

Interests and Hobbies

👍 Social Sport	👍 Volunteering
👍 Film/Photography	👍 Camping/Road Trips
👍 Baking	👍 Arts and Craft
👍 Mini Adventures	👍 Nature

Skills

✓ Flexible	✓ Committed
✓ Adaptable to change	✓ Quick at learning
✓ Confident	✓ Empathetic
✓ Organised	✓ Curious
✓ Optimistic	✓ Caring
✓ Follows instructions	✓ Communication
✓ Takes initiative	✓ Social
✓ Problem-Solves	✓ Supportive
✓ Multi-tasker	✓ Fun and Creative

Past Work Experience

- Voluntary: Ronald McDonald House Charity Volunteer (2022 - 2024)
- Paid: Cafe 3EightNine Scarborough Cafe All-Rounder (2023)
- Paid: Kombi Alley Junior Supervisor (2 years) at Eat Street Northshore's:
 - Doughnut Fries, Komberry Scrolls, Chocolate Komberry, Good Time Takeaway, Double Good
- Paid: Emirates Lounge Waitress (Feb - May 2025)
- Paid: Richard Stephen's Catering (Ekka 2025)
- Paid: LikeFamily Social Carer (Aug 2025 - Current)
- Paid: Studyroom Australia Operations Assistant (Current)
- Paid: Brisbane Speedquizzing Host (Current)
- Founder of Hoshi's House

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Spoken Languages

🇬🇧 English
🇯🇵 Japanese

Referees

(See References On Page Below)

Dale West
Father

☎ 0401 251 084
✉ dalewest25@hotmail.com

Chloe Dale
Former Operations
Manager Kombi Alley
✉ chloe@thedoughnutbar.com.au

Karen Young
Former RMHC Education
Program Manager
☎ 0417 702 354
✉ karen.young@rmhc.org.au

Cassandra Thatcher
Lead Trainer Get Set
Education
☎ 0420 903 260
✉ cassandra.thatcher@gmail.com
✉ cassandra@getset.edu.au (W)

Qualifications

- Provisional (P2) Driver's License
- Boat and Jet Ski License
- Certificate III in Screen and Media (Film and TV)
- Responsible Service of Alcohol
- First Aid and CPR Qualification (2026)

Major Achievements

- 🏆 ADF Future Innovators Award (2024)
- 🏆 QUT Dean's Award for Year 12 Engineering and Design (2024)
- 🏆 Academic Excellence Awards (2019-2024)
- 🏆 Duke Of Edinburgh Award - Bronze (2021)
- 🏆 Gold Academic Achievement (Sem 1&2 2023)
- 🏆 Queensland Youth Volunteer of the Year Nominee (2024)
- 🏆 Certificate III in Screen and Media (Film and TV) (2023)
- 🏆 Nominated Graduate of the Year for TAFE Creative Industries (2023)
- 🏆 Year 11 Dux of Design, Religion and Ethics, & Drama (2023)
- 🏆 Year 12 Dux of Drama (2024)
- 🏆 Protostars Season 13 Blackbird Foundation

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References

"Tiara is a young lady who started volunteering while in year 10. She worked with Kids Club (and Holiday Programs when she was able to), with a parent needing to be on-site at all times, to supervise her due to her age. In 2023 Tiara changed to volunteering for the Young Engineers Activity held late every second Thursday night, and has shown such maturity and initiative in her hours spent in the House. She is quick to help children she can see who need assistance, and treats all children and families with care and empathy. Her commitment to the program has been outstanding and that of her parents as well. Families, as well as staff from the Young Engineers Program, have commented on the empathetic and respectful manner in which she acts, and she is a wonderful ambassador for the Charity."

~ Karen Young,
Former RMHC Education Program Manager



"To Whom It May Concern,

I am writing to wholeheartedly recommend Tiara West for a position within your company. I have had the pleasure of working with Tiara since January 2023 at The Doughnut Bar, where she consistently demonstrated exceptional dedication, professionalism, and a genuine commitment to delivering outstanding customer service. Tiara possesses a unique blend of interpersonal and communication skills that make her a standout candidate for this role. Her ability to connect with customers and make them feel valued is truly impressive. Tiara has a warm, welcoming and high energy demeanor that immediately puts people at ease, creating a positive and memorable experience for customers. In her role at The Doughnut Bar, Tiara consistently exceeded customer expectations by going above and beyond to ensure their satisfaction. She is adept at handling challenging situations with grace and diplomacy, resolving issues promptly and effectively. Tiara understands the importance of maintaining a positive and friendly atmosphere in the hospitality industry, and her enthusiasm is contagious among both customers and colleagues.

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References

Tiara is not only an excellent communicator but also a quick learner. She adapts easily to new situations and is always eager to take on new challenges. Her attention to detail and commitment to providing exceptional service make her an asset to any team. Moreover, Tiara's commitment to teamwork and collaboration is exemplary. She works seamlessly with colleagues across different departments, fostering a cooperative and cohesive work environment. Her positive attitude and willingness to support her team contribute significantly to the overall success of the business. I am confident that Tiara would be a valuable addition to your team. Her passion for customer service, coupled with her outstanding interpersonal skills, makes her an ideal candidate for this position. I can confidently say I would not hesitate to have Tiara back at The Doughnut Bar, if you have any further questions or require additional information, please do not hesitate to contact me at

Chloe@thedoughnutbar.com.au

Thank you for considering Tiara West for this opportunity. I am certain that she will excel in any role within your organization.

Sincerely,

~ Chloe Alston,

Former Operations Manager

The Doughnut Bar

