

## **COVER LETTER**

Raymond L. Gill Jr

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04-20-2016

1732 Turk St  
San Francisco CA, 94115

Dear Hiring Manager,

I'm applying for a opening / management position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convience.

Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Raymond Gill

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1732 Turk St.  
San Francisco CA, 94115  
Mobile : 4157245871

### CAREER OBJECTIVE

Get hold of a position that will give me the ability to relate my sales education to a growing industry. Look forward to working with a corporation that promotes superior products and services; and give me with the chance to meet and go beyond assigned sales goals.

### ACADEMIC DETAILS

- Certificate of Completion [2006] with aggregate of 2.8 from College of Alameda
- General Education [2005] with aggregate of 3.0 from Alameda County Office of Education
- High School Education [2005] with aggregate of 2.8 from Live Oak High School

### WORK EXPERIENCE

- Worked as San Francisco CA in The Cheesesteak Shop from Dec 2014 to Dec 2015  
Role :Line Cook

Preparing hot, fresh food on a line grill quick and neat, preparing stock for next lunch or dinner rush, clean grill nightly, and clean complete front of house including dishes, utensils, mopping the floor, making sure store is clean for the next day. Also, answered phones to take phone orders, read the order back to make sure its correct, and prepare the order.

- Worked as San Francisco CA. in Super Duper Burgers from Apr 2010 to Aug 2014  
Role :Cashier/Busser/Shift Manager

Count money in drawer before start of shift, helped guest with any questions or concerns about the product, answered the phone to take orders, controlled a complete staff of over 15 people, counted money after every shift, keyholder of the store so I locked up every night. I did this nightly routine for 4 years.

- Worked as San Francisco in Rubios from Dec 2006 to Aug 2010  
Role :Cashier/Shift Manager Count money in drawer before start of shift, helped guest with any questions or concerns about the product, answer phone for phone orders to-go, controlled a complete staff of over 15 people, counted money after every shift, keyholder of the store so I locked up every night. I did this nightly routine for 4 years.

- Worked as Antioch Ca in African American Academic Achievement Center (4AC) from Aug 2003 to Apr 2005

Role :This was a volunteer job. I used to attend as a student and during my high school years, this was something I did afterschool. I helped in assisting other students in academics (homework, studying for upcoming tests), helping other students understand different solutions to mathematical problems, and giving them encouragement and motivation to succeed. Gave quizzes, and even presented students with awards every week in academic improvements.

- Worked as San Francisco CA in Jamba Juice from Feb 2006 to Nov 2006

Role :Took register duties, handling cash, giving correct change, answering questions about the product, always made the correct smoothie for the correct ticket. Restocked all material, cleaned work area.

- Worked as San Francisco in Acrobat Staffing from Jan 2006 to Apr 2006

Role :Temporary Agency, meaning I was on-call, I worked in various cities around the bay area doing dishwasher for small clubs, up to waiter/busser/cashier at Golden Gate Fields and AT&T Park.

### FIELD OF INTERESTS

- Cashier/Management

### SKILLS

- Counting Money
- Customers Service
- Food Handling

### REFERENCE

**The Cheesesteak Shop**

Dayle Parish  
The Cheesesteak Shop  
1 415-346-3712

**Super Duper Burgers**

Randy Anzaldo  
Super Duper Burgers  
+1 415-538-3437

**DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date : May 14, 2016

Place : San Francisco Ca

(Raymond L. Gill Jr )