

ALYSSA GALLO

To Whom It May Concern,

This letter is to express my special interest in the open position. The opportunity presented is appealing, and I believe that my experience and determination will make me a competitive candidate for this role.

Although, I have been out of the workforce for a few years, I know and believe my ability to strive and being motivated has given me the eagerness to be a part of a company that presents stability and growth opportunities. This has instilled multi-dimensional communication skills and an ability to recognize, act upon, and fulfill customer wishes and needs to ensure their continued, and also positive relationship with the business.

The key strengths that I possess for success in this position include, but are not limited to, the following:

- Providing exceptional contributions to customer service for all customers regardless of race, gender or ethnic background
- Striving for continued success
- Strong communication skills
- Eager to learn new things

You will find me to be very well-spoken, energetic, confident, and personable. The type of person on whom your customers will rely. Please view my resume for additional information on my experience.

I hope that you'll find my experience and interests intriguing enough to warrant a face-to-face meeting, as I am confident that I could provide value to you and your customers as a member of your team. I am very excited about this opportunity to acquire employment representing your Company.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity that I am seeking to possess.

Sincerely,

Alyssa Gallo

Contact

ALYSSA GALLO

SKILLS

- Provide extensive and thorough service to customer's
- Excel when challenged to require new knowledge or hands on experience

EXPERIENCE

Project Supervisor | Rocket Media | 2008 - 2013

Oversaw and assisted with installations of commercial and residential business sign-work.

Maintained a detailed record of job invoices and also kept a long lasting professional relationship with customers.

Sales associate | Ace Industrial Supply | 2009 - 2010

Accomplished the sale of hardware/tools catered to mechanic and machine shops.

Trained and applied effective communications with multiple company's overseas.

EDUCATION

Diploma | 2001 | Desert Sands High school

Subjects studied: Civic and Economics

BA | Currently Attending | Full sail University

Major: Music Production/Performance

Certification | 2015 - 2017 | Tulare Lake Adult School

Certification in Office services

OBJECTIVE

Currently seeking the opportunity to express my strengths, and to build my weaknesses according to meet your Company's needs. I believe I will be an asset to show I can meet the standard and help raise it as your company strives for excellence. My expertise are diverse, and technical in nature, which will prove to be useful in the event of employment



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VOLUNTEER EXPERIENCE OR LEADERSHIP

**Volunteered as Musical Director/
Head Musician of musical play
"Devlin" performed at the Palmdale
Playhouse**

Cashier Test

Score / 15

- B 1) A roll of quarters is worth?
a) \$5.00
☒ b) \$10.00
c) \$15.00
d) \$20.00
- A 2) A roll of dimes is worth?
☒ a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00
- D 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
c) \$4.00
☒ d) \$2.00
- C 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
☒ c) \$0.50
d) \$0.25
- C 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
☒ c) Point of sales
d) People over service
- 8.75 6) What is the current sales tax rate in your city 8.75?
- C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
a) \$4.06
b) \$2.06
☒ c) \$7.06
d) \$5.06
- B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
a) \$19.50
☒ b) \$14.50
c) \$9.50
d) \$4.50
- D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
a) \$6.00
b) \$8.00
c) \$10.00
☒ d) \$12.00
- A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
☒ a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

Cashier Test

Score / 15

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

D

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases?

21

14) What are the acceptable forms of ID for alcohol purchases?

Government ID, DL and Passport

15) How many \$20 bills are in a bank band?

\$10,000