EXERCISES TO HELP YOU UNDERSTAND HOW HIRING MANAGERS REVIEW YOUR APPLICATION MATERIAL
ALDI CASHEER JOB POSTING

We're ALDI, one of America's favorite grocers. We've grown a lot in the past few years, expanding our reach and customer base all around the country. Whether it's in customer service or our exceptional products, we owe our success to the efficiencies we create in every corner of our company and the people at each level who make that happen.

Our store employees are the face of the ALDI shopping experience. Their hard work makes it possible to uphold our company philosophy, providing quality products at the best possible price. Their smiles and pleasant demeanors keep customers coming back time and time again. Our store employees work many roles - from store associate to cashier to stocker - while providing excellent customer service. As a store employee, you're also responsible for merchandising product, monitoring inventory and keeping the store looking its best. It's an opportunity to get more out of your career and grow in an exciting environment.

Position Type: Part-Time  
Average Hours: Less than 25 hours/week  
Starting Wage: $14.30/hour plus a pay increase within the first year of employment

Duties and Responsibilities:
Must be able to perform duties with or without reasonable accommodation.

- Adheres to the company's customer satisfaction guidelines and demonstrates appropriate interactions with customers and co-workers.
- Assists customers with problems or concerns, and contacts store management as appropriate regarding customers with problems or concerns.
- Provides feedback to store management on all products, including recommending new items to carry, products that should be discontinued, inventory losses, scanning errors, and general issues that could impact productivity.
- Supports store management in providing a safe environment for fellow employees, customers, and vendors by identifying and rectifying hazards and/or equipment in need of maintenance.
- Assists store management in achieving store payroll and total loss goals.
- Adheres to inventory procedures and product handling guidelines.
- Adheres to cash policies and procedures to minimize losses.
- Complies with all other established company policies and procedures.
- Processes customer purchases, performs general cleaning duties, and returns misplaced items to shelves.
- Collaborates with team members and communicates relevant information to direct leader.
- Upholds the security and confidentiality of documents and data within area of responsibility.
- Other duties as assigned.
- Performs within ALDI ACTS Competencies as outlined below.

ALDI ACTS Competencies:

- Commits to and supports a collaborative working environment with peers and managers.
- Collaborates and Cooperates with Team: Commits to and supports a collaborative working environment with peers and managers.
- Drives for Success: Delivers excellent performance by proactively taking concrete actions that adhere to ALDI policies and procedures, and persistently overcomes obstacles to improve results.
- Focuses on the Customer: Seeks to understand customer needs and makes an effort to satisfy them in order to create a pleasant shopping experience.
- Models ALDI Image: Presents self in a professional way in both typical and challenging situations which promotes a positive ALDI experience for customers and co-workers.
- Plans and Prioritizes: Makes decisions, sets priorities and organizes information while thinking about the pros and cons of possible outcomes and maintaining compliance with ALDI standards.

KEY JOB RESPONSIBILITIES:
Education and Experience:

- High School Diploma or equivalent preferred.
- Prior work experience in a retail environment preferred.
- A combination of education and experience providing equivalent knowledge.

Job Qualifications:
Knowledge/Skills/Abilities

- Provides prompt and courteous customer service.
- Ability to operate a cash register efficiently and accurately.
- Ability to perform general cleaning duties to company standards.
- Ability to interpret and apply company policies and procedures.
- Excellent verbal and written communication skills.
- Gives attention to detail and follows instructions.
- Ability to work both independently and within a team environment.
- Effective time management; maximizes productivity.
- Knowledge of products and services of the company.
- Meets any state and local requirements for handling and selling alcoholic beverages.

Physical Demands:

- Regularly required to sit, stand, bend, reach, push, pull, lift, carry, and walk about the store.

ALDI offers competitive wages and benefits, including:

- Industry-leading Wages
- Major Medical, Dental, Vision Insurance & Prescription Coverage for Eligible Employees
- Generous Vacation Time & 7 Paid Holidays for Eligible Employees
- 401(k) Plan
- Company Contribution to Retirement Savings Plan
- Short- and Long-Term Disability Insurance for Eligible Employees
- Life and AD&D Insurance for Eligible Employees
Cover Letter #1

To Whom It May Concern:

Thank you for this opportunity to apply. I’m very interested in working for your company. I would love to apply my skills to a great company and learn many more. I speak multiple languages which can be helpful with customers and I’m knowledgeable about working in customer service. I can work 10-15 hours a week.

Thank you,

Russ A. May
(860) 832 - 3200
Resume #1
Russ A May
1615 Stanley St ● New Britain, CT 06053 ● (860) 832-3200
Hortiel23@gmail.com

SUMMARY
Experience: 2-years work experience in the health care industry as a patient observer providing continuous supervision and care of assigned patients.

Computer skills: Basic understanding of MS Excel, Word and PowerPoint

EDUCATION
Central Connecticut State University, New Britain, CT
Bachelor of Science in Accounting and Finance GPA: 3.79/4.00
Anticipated May 2021
Awards: Dean’s Merit Scholarship, Foundation Scholarship, Roberta B. Willis Merit Scholarship, Vidalich Scholarship and Dean’s List

WORK EXPERIENCE
St Mary’s Hospital, Waterbury, CT July 2017 - Present
Patient Observer
- Responsible for maintaining constant supervision of patients with suicidal ideation and aggressive behavior
- Perform tasks such as logging patient’s behaviors while protecting and ensuring patient privacy
- Note and report significant changes in patient’s condition and/or behavior to patient’s nurse

Betances STEM Magnet School, Hartford CT May 2019
Junior Achievement Volunteer Instructor
- Attended Junior Achievement training and researched specific curriculum
- Planned and conducted Junior Achievement curriculum to 5th grade class of 25 students
- Instructed students with focus on work-force readiness, financial literacy and entrepreneurship

ACTIVITIES
Central Connecticut State University, New Britain, CT May 2019 – Present
Beta Gamma Sigma Honor Society
Central Connecticut State University, New Britain, CT May 2019 – Present
Beta Alpha Psi Honor Society

SKILLS AND QUALIFICATIONS
- Fluent in English, Albanian and Turkish
- Ability to work on a team
- Willingness to learn
- Attention to detail
- Strong work ethic

PACKET CHECKLIST:
1. LEGABILITY
2. VISUAL
3. CONTENT
Dear Hiring Manager,

Thank you for the opportunity to apply for the Cashier role at your company. After reviewing your job description, it’s clear that you’re looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working college student (BA in Graphic Design) currently attending Central Connecticut State University. During the course of my academic career, I also managed to accrue nearly 2 years of work experience. I had the privilege of working for Stop & Shop in a Cashier role in my free time, where I learned valuable professional skills such as in-store promotions, retail sales, and buyer awareness. In both my academic and professional life, I have been consistently praised as detail-oriented by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven leadership, problem-solving, and communication skills, which I hope to leverage into the Cashier role at your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (203) 555-5454 or via email at tammy23@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Tammy Smith
Resume #2

Tammy Smith
51 Edgewood Ave
Waterbury, Connecticut, 06706
203-555-5454
Tammy23@gmail.com

WORK EXPERIENCE

Central Connecticut State University - Residence Life
Resident Assistant
New Britain, CT
Aug 2017 – Present
- Enforce rules and regulations to ensure the smooth and orderly operation of dormitory programs.
- Mediate interpersonal problems between residents.
- Counsel students in the handling of issues such as family, financial, and educational problems.

Stop & Shop
Cashier
New Britain, CT
Oct 2017 – Present
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Reconcile records of sales or other financial transactions.

Lake Compounce
Ride Operator
Bristol, CT
Mar 2015 – Aug 2016
- Monitor activities to ensure adherence to rules and safety procedures, or arrange for the removal of unruly patrons.
- Operate, drive, or explain the use of mechanical riding devices or other automatic equipment in amusement parks, carnivals, or recreation areas.
- Maintain inventories of equipment, storing and retrieving items and assembling and disassembling equipment as necessary.

EDUCATION

KAYNOR TECHNICAL HIGH SCHOOL
High School Diploma, Jun 2016
Waterbury, CT

CENTRAL CONNECTICUT STATE UNIVERSITY
Graphic Design Candidate, Expected graduation, May 2020
New Britain, CT

ADDITIONAL SKILLS

- Customer Service
- Microsoft Office
- Crisis Resolution
- Leadership and Management

PACKET CHECKLIST:

1. LEGABILTY

2. VISUAL

3. CONTENT

- Poor
- Best
Cover Letter #3

NO COVER LETTER

APPLICATION PACKET 3
NOTES:
# Resume #3

## Jane Doe

**Phone**  
(860) 555-9696

**Email**  
doej@my.ccsu.edu

**Address**  
1615 Stanley St New Britain, CT, 06051

### Education

**Central Connecticut State University, New Britain, CT**  
Tourism Hospitality Candidate, GPA 3.8, Expected graduation May 2020

**Award And Honor:** Dean’s List - Fall 2018

**Extracurricular Activity:** Student Government Association (SGA), Inter Greek Council

### Work Experience

**TJ Maxx, West Hartford, CT**  
Sales Associate / Jan 2017 – Present

- Greet customers and ascertain what each customer wants or needs.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

**Camp Redwood, Meriden, CT**  
Camp Counselor / May 2016 – Present

- Communicate with children’s parents or guardians about daily activities, behaviors, and related issues.
- Support children’s emotional and social development, encouraging understanding of others and positive self-concepts.
- Organize and store toys and materials to ensure order in activity areas.

### Additional Skills

- Spanish
- Microsoft Office

- Customer Service
- Loss Prevention

### References

References available upon request

## PACKET CHECKLIST:

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