

GAcollege411 – Career Planning – Cover Letter Creator

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Name: _____ **Date:** _____

Purpose: Learn about yourself! You can learn about yourself in many different ways. Explore how who you are matches with careers by using one or all of the career assessments listed below.

Directions:

Log In to GAcollege411.org > Select Career Planning > Get a Job > Cover Letter Creator. Create a Cover Letter responding to ad below. You will need to decide if emphasizing your employment experience or education would be better to “Sell” yourself to this company.

Job Number GA8339117
Job Title RETAIL SALES STORE ASSOCIATE - PART TIME - 1500004
Job Location Macon, GA
Minimum Skills REQUIRED SKILLS: In the Retail Sales Associate role, you must be a high-energy individual, able to work in a fast-paced environment and able to learn quickly. You must have a customer-centric attitude and enjoy interacting with different types of people and personalities. Other requirements of the Sales Consultant role include: * High school diploma or equivalent certification * Strong customer service skills * Attend to details while engaging in work of a repetitive nature * Ability to work flexible shifts and hours * Good verbal and written communication skills * Must possess a valid driver's license * Ability to lift 80 lbs. infrequently and 40-60 lbs. routinely * Requires stooping, kneeling, crouching, lifting, carrying, and reaching * Working knowledge of Microsoft Office and internet applications * Bilingual candidates proficient in English and Spanish a plus but not required * Must pass a hair drug/toxins test and a background check At PPG Industries, we offer <ul style="list-style-type: none">• No Experience Required• 12 Years Education• Must Have Valid Class C Drivers License
Preferred Skills None Given
Job Description As a Retail Sales Associate, you will be responsible for providing exceptional customer service and developing relationships with a variety of customers as a part of a fast-paced, dynamic sales team. Other responsibilities of the Sales Consultant role include: * Developing working relationships with paint contractors * Processing cash and credit transactions through point of sale (POS) terminal * Tinting and matching paint samples * Staining colors and making product recommendations to customers * Lifting, moving, and stocking one and five gallon paint buckets * Promoting assorted products to compliment paint products * Delivering products to customer occasionally * Maintaining an understanding of local market, operations-based selling, and customer base * Maintaining a neat and orderly store, keeping interior/exterior safe and attractive * Maintaining safe and ethical working environment
Salary Depends On Experience
Job Type Permanent Part Time Rotating Shift Job
You must possess all of the Minimum Skills required to request a referral to this job.