

## Sample Job Posting

<b>Position Type:</b>	Co-op Employment
<b>Job Title:</b>	Web Developer
<b>Job Description:</b>	<p>Lixar is looking for a bright individual with a unique mix of creativity, sense of teamwork, and web development experience. On our marketing team, you'll work with the designers to deliver excellent web experiences for clients and customers.</p> <p>As a web developer you will:</p> <ul style="list-style-type: none"><li>• Know HTML+CSS.</li><li>• Have experience working with web frameworks (Bootstrap) for website development.</li><li>• Be able to create custom WordPress Themes.</li><li>• Have experience with video and audio implementation for web.</li><li>• Be able to create web animation using CSS.</li><li>• Have a mobile-first approach, and cross-browser compatibility.</li></ul> <p>Preferably, you also have:</p> <ul style="list-style-type: none"><li>• Experience using Angular JS.</li><li>• The ability to make websites compatible with Voice Searchable devices (Google Home, Alexa, Etc.).</li><li>• Experience using Advanced Custom Field Plugin.</li></ul> <p>What you will be doing:</p> <ul style="list-style-type: none"><li>• Creating and developing web assets for the Marketing team.</li><li>• Participating and aiding in the design of web-based experiences.</li><li>• Creating unique web applications to be used internally and externally.</li></ul> <p>As the ideal candidate, you:</p> <ul style="list-style-type: none"><li>• Have a sense of humour</li><li>• Are open minded and collaborative</li><li>• Produce with a quick turnaround</li><li>• Know that your routine is in fact, not routine</li><li>• Communicate exceptionally well with management, peers, and clients</li><li>• High personal standards and commitment to quality</li><li>• Don't blame others for your mistakes</li><li>• Have a strong desire for learning something new everyday</li><li>• Get things done!</li></ul>

# Sample Cover Letter and Resume

## Archie Andrews

H - 613 123 1234 | M - 613 321 4321 | [archie00@algonquinlive.com](mailto:archie00@algonquinlive.com)

[LinkedIn URL](#) | [Portfolio](#) | [GitHub Page](#)

October 16, 2018

Human Resources

Lixar I.T., Inc.

373 Coventry Rd, Ottawa, ON K1K 2C5

Re: Web Developer position

Dear Hiring Manager,

My name is Archie Andrews and I am a student in the Computer Programmer Diploma program at Algonquin College, currently in my second year of study. I found your Web Developer position through the Cooperative Education Department at Algonquin College, and I am very interested in working for your company as I believe I could expand my technical skills while contributing my passion, knowledge and a strong work ethic to your team's benefit. I believe I would be a great candidate because of my past experience and the knowledge I have gained in my program.

Among the qualifications I believe hold the most value for your company is my experience in web development. Through my current program and in my past position as a Web Developer for the CRA, I have developed a good understanding of several programming languages including HTML, CSS and JavaScript. To meet client requirements, I have created web pages with tables, forms, connected databases and have encrypted passwords and other confidential information. Additionally, in one of my projects in the last semester, I advanced my skills by developing a restaurant website from start to finish with customer management and login authentication modules.

Throughout my previous employment with Algonquin College and The Source I have demonstrated my sense of teamwork, my communication skills with management, clients and peers. My commitment to quality and high personal standards even earned me an Employee Excellence Award from The Source this year.

I am interested in this position because the Lixar mantra of "Create, Innovate, Inspire" really speaks to me. I seek to be a part of a company that continually strives to be at the top of its market and pushes the boundaries. Lixar can help me fulfill that desire and can provide me with an excellent learning opportunity through its devotion to strong mentorship along the way.

I believe that my knowledge, skills and experience make me a strong candidate for this position. Thank you for your consideration, and I look forward to hearing from you to further discuss my qualifications. I can be reached to set up an interview at 613-321-4321 or by email at [archie00@algonquinlive.com](mailto:archie00@algonquinlive.com).

Sincerely,

Archie Andrews

# Sample Cover Letter and Resume

## Archie Andrews

H - 613 123 1234 | M - 613 321 4321 | archie00@algonquinlive.com

[LinkedIn URL](#) | [Portfolio](#) | [GitHub Page](#)

### Education

**[Computer Programmer Diploma](#), Algonquin College, Ottawa ON**

**Sept. 2017 – Present**

- Dean's Honours List; GPA 3.5 / 4.0
- Selected Coursework: Web Programming (HTML, CSS, JavaScript, PHP), Object -Oriented Programming (Java), Database (SQL), Operating Systems (Windows, Linux), Technical Writing

### Program-Related Skills

**Programming Languages:** Java, SQL, PHP, JavaScript, HTML/CSS

**Web-Development Tools:** HTML, CSS, JavaScript, PHP, Creation of tables, web pages, forms, connecting to databases, encrypting passwords and confidential information

**Operating Systems:** Windows XP, Windows 7, Windows 8, Windows 10, Ubuntu, Linux, Mac OS

**Database Management Systems:** PostgreSQL, Microsoft Access, Oracle, MySQL, Microsoft SQL Server

**Software Tools:** Eclipse, MySQL Workbench, SQL Server Management Studio 2017, VMWare Workstation, Oracle SQL Developer, XAMPP, FileZilla, Microsoft Office (Word, Excel, Outlook)

- Generated, tested and maintained Java program codes using object-oriented methods
- Created a well-designed database and manipulating database objects using SQL commands
- Debugged program problems using manual techniques and computerized program tools
- Demonstrated understanding of how various operating systems interact with hardware and software
- Strong technical communication skills to prepare detailed technical reports and effective presentations

### Additional Qualifications

- Ability to clearly communicate with team members and supervisors in a professional environment
- Highly cooperative and excels in a team environment as demonstrated during the 2+ years in various customer service roles
- A natural leader, skilled at managing and motivating teams to meet set goals
- Use effective time-management strategies to schedule tasks and complete work to deadlines
- Languages: Fluent in English and Mandarin, Intermediate French

### Related Experience

**Web Developer, Canada Revenue Agency, Ottawa ON**

**Nov. 2014 – Aug.2015**

- Designed and developed a website to company specifications from conception to completion
- Consulted with clients to understand their needs and provided regular progress updates
- Wrote PHP scripts for a number of projects
- Performed testing and debugging of web applications using automated and manual tools to optimize performance
- Developed front-end code using Dreamweaver

### Academic Projects

**WP Eatery Website (HTML, CSS, PHP)** – Created a dynamic website using PHP and SQL to perform CRUD operations with HTML forms as user input

**Trivia Software (Java)** – Used JavaFX panes, ArrayLists , OOP concepts, serializable objects

**Serializable Object Editor (Java)** – (Extra project) Additional software to modify trivia files

# Sample Cover Letter and Resume

**Pivot Tables (SQL Server, Excel)** – Created an SQL database with connections to Excel workbooks to create pivot tables

**Solitaire Dice (Java)** – Single player text-based dice game using Object Oriented Programming

## Other Work Experience

**Peer Tutor, Algonquin College, Ottawa, ON**

**Feb. 2018 – Present**

- Tutor first-year students to improve and further their understanding of Java programming
- Help students with learning course-specific content and preparing for tests
- Use various communication strategies to explain complex theoretical concepts

**Retail Salesperson, The Source, Ottawa, ON**

**Apr. 2017 – Apr. 2018**

- Provided excellent customer service by creating a welcoming atmosphere and demonstrating strong product knowledge
- Sold various electronic devices such as computers, laptops, and cell phones
- Explained product features, maintenance details and offered special tips for use based on customer needs
- Consistently upsold warranties and accessories to maximize revenue opportunities
- Networked effectively with customers, increasing referrals and sales by 5% over six months
- Developed time management skills by effectively organizing and prioritizing daily tasks

## Volunteer and Co-Curricular Activities

**Class Representative, Algonquin College Students' Association, Ottawa, ON**

**Jan. 2018 – Apr. 2018**

- Gathered feedback from classmates in person and through surveys to understand their issues and challenges related to academic and social life at the college
- Presented suggestions and ideas to improve students' college experience at the meetings with Algonquin Students' Association and Program Faculty

## Certifications/Training

- Standard CPR and First Aid Certification, St. John's Ambulance, Ottawa, ON, 2017

## Awards

- Employee Excellence Award, The Source, 2018

## References

Contact First and Last Name

Position Title

Company Name

Phone Number and Email

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