**Glenn Hartmann**

*[address] • [phone]*

Objective

To responsibly fulfill all responsibilities of CAP Youth Worker, including web site maintenance, advising and training customers, and promoting the CAP site.

Employment

Clerk Summer of 2004

*Jolley’s Dairy Bar and Video Flesherton, Ontario*

* Sold a variety of products
* Rented out videos
* Scooped ice cream
* General maintenance and tidying
* Opened and closed the store on occasion

VOLUNTEER WORK

2003-2004

*Macphail Elementary School Flesherton, Ontario*

Helped teachers with:

* Small daily tasks
* Computer problems
* Any other requested service

Education

Currently in grade 11 french immersion present

*Grey Highlands Secondary School Flesherton, Ontario*

* Never below 80% on a secondary school report card
* Received 95% in Grade 9 Information Technology
* Currently have 98% in grade 11 University Biology

Elementary School 1995-2003

*Macphail Elementary School Flesherton, Ontario*

* Grade 8 Science Award
* Grade 8 Technology Award
* Bronze medal at the regional science fair in 2002
* 1st place at School’s speech competition

Skills

∙ Experienced with computer programming and HTML web page design

∙ Extensive computer knowledge

∙ Personable

∙ Fluent in French

**Glenn Hartmann**

*[address] • [phone]*

Mrs. Wilda Allen, CEO

Grey Highlands Public Library

Box 280, Flesherton, Ontario

N0C 1E0

Dear Mrs. Allen,

Please accept this letter and the attached résumé as application for the position as CAP Youth Worker for the Grey Highlands Public Library, as advertised at Grey Highlands Secondary School. I feel confident in my ability to diligently fulfill the duties described in the advertisement.

I am an intelligent, energetic person who likes to get the job done well. I am responsible and hard working, and I learn very quickly. I enjoy reading books, have extensive computer knowledge and am fluent in french. I enjoy working with people and I am a very calm, patient person.

Please consider me as a candidate for this position.

Yours sincerely,

Glenn Hartmann