***Professional Objective***

* to responsibly fulfill the duties of a Library Page, including assisting at the circulation desk, shelving materials, general tidying and all other duties requested by the supervisor.

***Personal Profile***

* intelligent, energetic, job-oriented
* responsible, hard-working
* extensive computer knowledge
* fluent in French
* Experience with computer programming and HTML web design

***Work Experience***

* 2003-2004– Volunteer at Macphail Elementary School
* Summer of 2004 – Work at Jolley’s Dairy Bar and Video

***Education***

* Completed elementary school in French immersion at Macphail Elementary School
* Currently in grade 11 French immersion program at Grey Highlands Secondary School

***Accomplishments and Awards***

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

***Interests and Activities***

* Computers, basketball, golf, soccer, electronics, computer programming, web page design

***References***

References available upon request.

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 Library Page for the Walter Harris Memorial Branch Library, as advertised in the Flesherton Advance. 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

***My Personal References***

Madame L. Whitsed

Flesherton, Ontario

(519) 924-0060

Madame G. Kloosterboer

Flesherton, Ontario

(519) 924-3334

Monsieur Q. Docherty

Meaford, Ontario

(519) 538-4193