**Glenn Hartmann**

*[address] • [phone]*

Objective

To responsibly fulfill all responsibilities of IT Summer Student, including PC hardware and software installation and maintenance, keeping inventory, and software support.

Employment

CAP Youth Worker 2005-2006

*Grey Highlands Public Library Flesherton/Kimberley/Markdale, Ontario*

1. Provided training and computer support to members of the community
2. General computer maintenance
3. Web site design and maintenance
4. Computer and internet advice and trouble shooting
5. Held workshops about various technological subjects such as e-mail, viruses, and e-commerce

Clerk Summer of 2004

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

1. Sold a variety of products
2. Rented out videos
3. Scooped ice cream
4. General maintenance and tidying
5. Opened and closed the store on occasion

VOLUNTEER WORK

2003-2004

*Macphail Elementary School Flesherton, Ontario*

Helped teachers with:

1. Small daily tasks
2. Computer problems
3. Any other requested service

Education

Currently in grade 12 french immersion present

*Grey Highlands Secondary School Flesherton, Ontario*

1. Never below 80% on a secondary school report card
2. Received 95% in Grade 9 Information Technology
3. Received 93% in Grade 11 University Biology
4. Received 99% in Grade 11 Computer Engineering
5. Received 93% overall grade 11 average

Elementary School 1995-2003

*Macphail Elementary School Flesherton, Ontario*

1. Grade 8 Science Award
2. Grade 8 Technology Award
3. Bronze medal at the regional science fair in 2002
4. 1st place at School’s speech competition

Skills

∙ Experienced with several computer programming languages including Visual Basic and Java

∙ Experienced HTML web page design

∙ Extensive computer knowledge

∙ Personable

∙ Fluent in French

**Glenn Hartmann**

*[address] • [phone]*

Human Resources

Musashi Auto Parts Canada Inc.

P.O. Box 880/ 333 Domville St.

Arthur, Ontario N0G 1A0

hr@mapcdn.com

Dear Human Resources,

Please accept this letter and the attached résumé as application for the position as IT Summer Student for Musashi Auto Parts Canada Inc. 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