Philip Dumaresq

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January 29th 2016

Sabrina Grenier

Citizenship and Immigration Canada

219 Laurier Avenue West,

Ottawa Ontario

Dear Ms. Grenier,

I am applying to work with Citizenship and Immigration Canada in a co-op position as a Programmer Analyst over the summer. I’m currently studying in the Computer Science department at Heritage College and as such am learning HTML5, CSS, JavaScript, Bootstrap and Java. In addition to these languages, I’m familiar with Dreamweaver and Eclipse environments to program in.

My first year in Computer Science has taught me the ins and outs of programming in various languages and has helped me develop the problem solving skills required to be efficient in troubleshooting and testing code. In Web Programming, we’ve explored everything that I should know about mobile design and as such think that I would be very well suited in this job.

In my volunteer experience, I’ve developed skills in communicating efficiently in both French and English and I’ve demonstrated many times my ability to work as a team leader. I love having challenging problems to solve and will pour my efforts into finding effective solutions to problems that I come across. If I’m not able to find a solution to the problem, I’m good at using available resources to help me find a solution and asking others who may have encountered the problem before. I am always looking forward to learning new strategies and love learning in hands-on environments such as the one that this job would offer.

Thank you for considering me for this position, I hope to hear from you.

Sincerely,



Philip Dumaresq

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Skills

Computer skills

* Languages: HTML5, CSS, JavaScript, Bootstrap, Java
* Operating Systems: Windows 7, 8, 10, Linux (Ubuntu)
* Microsoft Office Suite 2016: Word, Excel, PowerPoint, One Note, Visio
* Development tools: Familiar with Dreamweaver and Eclipse software.
* Troubleshooting hardware and operating systems.

Other relevant skills

* Very technically oriented, learn practical skills very quickly.
* Worked as a team leader, took on responsibilities of managing people.
* Demonstrated ability and confidence while speaking to a crowd.
* Bilingual in French and English.

Volunteer work

D’Arcy McGee High School

* Raised funds with school band to go to an annual music competition.

(September 2011-June 2015)

* Organized a comic convention. Worked for a vendor handling sales and money.

(October 2013 - April 2014)

Norma’s Summer Camp

* Worked with 20-30 children at a day camp over the summer. Organized and ran activities, and watched over them throughout the day.

(July 2013 - August 2013)

Education

* Computer Science Department - Heritage College

Expected Graduation date: May 2018

* PADI open water diving certification

(January 2016)

* NLS lifeguarding certification

(July 2015)

Activities and Interests

Playing clarinet, trumpet and piano.

Swimming, biking and parkour

Travelling