Philip Dumaresq

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March 10th 2016

Library and Archives Canada

550, Boul. de la Cité,

Gatineau, Québec

Dear Mr. Chouinard,

I am applying to work with Library and Archives Canada in a co-op position as a Support Technician. I am currently studying in the Computer Science program at Heritage College and as such have become good at troubleshooting hardware and software issues and building networks. In addition to these, I’m familiar with the Windows Vista, XP, 7, 8 and 10 as well as the Linux Ubuntu operating systems.

My first year in Computer Science has taught me the in and out of computers and outside of school, I’ve learned about the inside of laptop computers as well. I’m familiar with the downloading and preparation of operating systems, formatting of the hard drives and I’m efficient at using file recovery software for when files are lost unintentionally. These have been learned through my courses in hardware and operating systems as well as my networks course.

In my networks course, I’ve learned how to set up LAN networks in a secure manner and build user groups and take measures to protect these. I’ve gained a lot of experience in using the Microsoft Office suite, namely, Word, PowerPoint, OneNote and Excel between both home and school. I can use these to document problems and the solutions to those problems for myself and others to use in the future if similar problems are encountered.

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,



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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