

Dear Ms d'Obrenan,

I have attached a copy of my resume in the hope that you will strongly consider my application for the position of Technical Report Writer / Editor as seen on your company website. I consider myself highly suitable for the role, having spent the last few years writing, editing, and proofreading my dissertation. In addition, I was a member of an ad hoc group of my peers who met monthly to read, give feedback, and offer critiques of each others' work at the doctoral level. I also spent four years advising and marking essays from undergraduate students, so I am no stranger to working with others in this capacity; this part of my role was one that I enjoyed immensely.

While my academic background is in history, a strong focus on classical and medieval Latin gave me an excellent opportunity to study grammar at a high level which has allowed me to further develop my written skills. Moreover, I was employed for almost ten years at a laboratory in England for a major water company where I mostly worked on personal gas detection monitors, and wrote the procedure manuals that our team used in servicing, calibrating, and repairing such equipment. The need for clarity and plain language in these manuals was of utmost importance, since their users' lives depended on the monitors being correctly calibrated and in proper working order.

I would be happy to meet with you at any time to discuss my application or to attend an interview. If you have any further questions, please do not hesitate to contact me. I look forward to hearing from you soon.

Sincerely,

Nick Johnston

Nick Johnston

337 Hillmount Ave ♦ Toronto, ON, M6B 1Y6

Home: (416) 781-4165 ♦ Cell: (416) 829-0180 ♦ nick.johnston@alum.utoronto.ca

Quick-learning team player seeking full time employment in an administrative role. Extremely reliable and highly motivated, conscientious, and flexible worker committed to help improve the company.

- ***Written Skills:*** Able to edit, proofread, and summarise texts in a clear, concise manner.
 - ***Research Skills:*** Highly trained in critical analysis, ability to define key issues, and attention to detail.
 - ***Adaptability:*** Able to cope with a fast-paced environment, prioritising multiple assignments, and able to adapt quickly to urgent situations.
 - ***Self-Managed:*** Proven ability to lead, motivate, and help others.
 - ***Interpersonal Skills:*** Team player equally comfortable with self-directed or group projects.
 - ***Communication:*** Handling high volume email and phone calls in a professional, courteous manner.
 - ***Computer Skills:*** Proficient with MS Office, particularly Word, Outlook, PowerPoint and Excel, as well as other packages such as Adobe Acrobat.
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Experience

- **PhD Candidate ♦ 2009 to 2017.**

Researched, wrote, edited, and proofread my dissertation on 13th Century Laybrothers within the Order of Sempringham.

- **Volunteer ♦ 2002 to 2017.**

Voluntary work undertaken in a variety of settings and duties, including as a researcher at Tempe Historical Museum, Arizona, serving on conference committees at University of Toronto and Arizona State University, leading a Latin reading group for undergraduates, and as an editor for an academic journal.

- **Teaching Assistant** ♦ 2006-2010.
University of Toronto ♦ Toronto, ON.

Taught three classes per week in Medieval History and History of the Americas, marked papers and exams, and advised students on essay-writing techniques.

- **Researcher** ♦ 2003-2005.
Iter Medieval and Renaissance Online Database ♦ Arizona State University, AZ.

Catalogued and collated citations and bibliographical details relevant to the database from a wide variety of academic sources.

- **Technical Administrator** ♦ 1993-2002.
Southern Water Scientific Services ♦ Brighton, UK.

In addition to servicing, calibrating, and repairing personal gas detection equipment, and taking water, air, and soil samples for the laboratory, I worked as the department's administrator, creating daily, weekly and monthly reports, creating and supervising several databases, and liaising with clients. I also wrote technical manuals for each procedure described above.

Education

- **Doctor of Philosophy** ♦ 2017.
University of Toronto ♦ Toronto, ON.

Medieval Studies with a focus on medieval monasticism.

- **Master of the Arts** ♦ 2006.
University of Toronto ♦ Toronto, ON.

Medieval Studies with a focus on medieval religious movements.

- **Bachelor of the Arts** (*summa cum laude*) ♦ 2005.
Arizona State University ♦ Tempe, AZ.

Majored in History with a minor in Religious Studies and a certificate in Medieval Studies, with a focus on medieval and First Nation and Native American religious movements.