### **Functional Resumé**

High school student
No paid work experience
See Sébastien's cover letter

# Sébastien Leblanc

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### **Summary of qualifications**

- Grade 10 student looking for page position with the Calgary Public Library.
- Enthusiastic reader with three months of experience volunteering at the school library.
- Available to work after school and on weekends.

## Library knowledge

- Learned library processes and Dewey Decimal System volunteering at school library
- Expert user of PCs in a Windows environment
- Visit Calgary Public Library often, so am familiar with my local branch and library programs
- Enjoy organizational tasks

### Responsible and motivated

- Have perfect attendance and no lates at school
- Achieved honours in first semester of high school
- Always turn in homework on time
- Volunteered as assistant coach for kids' soccer league for two years and attended all games
- Have played the cello since the age of five and practise daily (placed second in regional competition last year)

### **Communication skills**

- Good at listening and following instructions
- As a soccer coach, had to be able to explain things clearly
- Speak and write English and French fluently
- Have taken two Spanish courses

#### Teamwork skills

- Play volleyball and used to play soccer, both games where teamwork is important
- Work well with people of all ages: coaching little kids, playing sports and doing school projects with people my own age, and working with teachers and the school librarian

