

Alexander G.J. Lucas
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1000 Islands Kingston Holiday KOA
2039 Cordukes Road
Kingston, Ontario
K7L 4V4

To Whom It May Concern;

Please consider my application for full-time summer employment with the 1000 Islands Kingston Holiday KOA. As my résumé shows, I am currently in grade 11 attending Regiopolis-Notre Dame Catholic High School, eager to take on new experiences and challenges in the workforce. I am applying to this position because I am looking for an opportunity to gain experience, expand my knowledge and develop new skills, which will help me to progress further as I prepare for Post-Secondary education.

I have excellent writing skills and working knowledge of many software applications, which include, Microsoft Office Suite, Adobe Suite, and 3D Modelling Software. I have performed basic administration tasks through school and volunteer work preparing reports and documents, creating and distributing informational posters for fundraising purposes, and managing student communication technology projects.

I am dependable, hard-working and very enthusiastic about working with your company. I look forward to the opportunity to discuss my experience and qualifications in greater detail.

Please feel free to contact me by email or phone.

Sincerely,

Alexander G.J. Lucas

Enclosed: Résumé

Alexander G.J. Lucas

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SUMMARY

- 3rd year high school student seeking full-time summer employment with the 1000 Islands Kingston Holiday KOA.

HIGHLIGHTS

- Dependable and honest
- Hard working
- Eager to learn new skills
- Positive team building skills
- Problem solving
- Computer skills
- First Aid skills
- Leadership skills

EDUCATION

- Regiopolis-Notre Dame Catholic High School, Kingston, ON (2015 – Present)

ACHIEVEMENTS

- Honour Roll, Grade 9 (2016)
- Highest Standing, Grade 9 English (2016)
- Tallack Martial Arts, 15th Annual Kingston Karate Championships, 2nd Place (2010)
- Tallack Martial Arts, 14th Annual Kingston Karate Championships, 3rd Place (2009)

CERTIFICATIONS/SKILLS

- Working towards National Lifeguard Certification (ongoing)
- Canadian Red Cross Healthy Youth Relationships – For Youth (2018)
- Boat Smart Pleasure Craft Operator Card (2018)
- St. John Ambulance WHMIS 2015 Certification (2018)
- St. John Ambulance Fire Safety Certification (2018)
- St. John Ambulance Emergency First Aid CPR C + AED (2018)
- High Five Certification - Principles of Healthy Child Development (2015)
- Canadian Red Cross Standard First Aid CPR C + AED (2015)

COMPUTER SKILLS

- Working knowledge of Microsoft Office (Word, Power Point, Excel, and Publisher)
- Working knowledge of Adobe Suite (some applications include Premiere Pro, Photoshop, After Effects, Lightroom Classic, and Audition)
- Working knowledge of Autodesk 123D Design (3D Modelling Software)
- Completed and collaborated on team-based engineering design projects during a one-week Queen's University's Summer Engineering Academy (QSEA) summer program focusing on fields such as chemical, civil, electrical and computing, geological, mechanical engineering, and mining (2017)

WORK EXPERIENCE

Child Care (2015 – Present)

- Provide ongoing child care (daytime hours) for younger sibling during summer breaks and occasional weekends throughout the year

General House Maintenance (2013 – Present)

- Yard work, lawn mowing, deck staining, power washing, washing dishes by hand & dishwasher, hanging laundry up to dry, operating washer and dryer, sweeping floors

Leader-In-Training Program, City of Kingston (2014)

- Two-week summer camp assistant counsellor that took place at Grass Creek Park and The Boiler Room (Rock Climbing Gym)
- Assisted as a lifeguard in an outdoor pool setting and designated lake swimming area
- Supervised young rock climbers (12 years and under) by managing the rock climbing ropes as a Belayer to ensure the safety of the climber
- Organized and supervised small group activities (12 years and under)

VOLUNTEER ACTIVITIES

Friends of the Park Volunteer Guide (Frontenac Provincial Park) (2016-2018)

- Assisted with the inspection of recreational trails to ensure minor blockages on trails and portages were removed, and trail blazing with affixed markers

Venture Scouts, Loyalist Area Scouting, (2016 – Present)

- Attended weekly meetings and collaborated, planned and organized semi-monthly team building activities (indoor and outdoor)
- Organized small group activities (leading games, crafts, outdoor activities) for younger age scouters (12 and under) during weekend camp excursions
- Participated in community service events in support of Scouts Canada annual fundraising campaigns

Remembrance Day Volunteer (2015-2016)

- Assisted with wreath-laying and distributed program pamphlets at the Civic Service of Remembrance, Cross of Sacrifice (Kingston), providing support to the Princess of Wales' Own Regiment (PWOR), military infantry regiment

EXTRA-CURRICULAR ACTIVITIES

- Rock climbing, hiking, building computer program games

REFERENCES

- Ruth McClelland (Grade 9 and 10 English Teacher)
Teaching Staff (Regiopolis-Notre Dame Catholic High School)
613-545-1902 Extension 3076
- Rob McDonald (Grade 11 Communications Technical Teacher)
Teaching Staff (Regiopolis-Notre Dame Catholic High School)
613-545-1902 Extension 3004
- Nancy Bell (Grade 9 and 11 - Visual Arts Teacher)
Teaching Staff (Regiopolis-Notre Dame Catholic High School)
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