

Brian Murray
106 Nottingham Crescent
Thunder Bay, ON
P7G 1B4
Phone: (807) 767-0959

April 04, 2010

RE: General Application for Student Summer Employment (May-September)

Dear Sir or Madam,

Please accept this letter and accompanying resume as my application for a seasonal position within your organization. Currently I am finishing my first year of the Environmental Technician program at Confederation College.

As my qualifications show, I have excellent written and verbal communication skills along with excellent leadership skills. My commitment to learn and adapt towards the mission and goals of an organization is undoubtedly strong. I believe that my professional experience as well as the methods and knowledge gained through my education have given me an opportunity to advance and maintain a desirable skill set, making me an ideal candidate for any position.

I look forward to meeting with you in the near future to further discuss my qualifications for this position within your organization.

Yours truly,

Brian Murray

Encl.

106 NOTTINGHAM CR • THUNDER BAY, ONTARIO, P7G 1B4
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BRIAN MURRAY

AREAS OF STRENGTH

- Excellent verbal and written skills
- Excellent leadership skills
- Committed to learning and adapting to new skills
- Hard working and reliable
- Team Player

PROFESSIONAL EXPERIENCE

- Superior leadership skills which includes: exercising sound judgement, effective problem-solving and decision-making, issue management, development of strategies and action plans to achieve both short and long term goals
- Strong management skills including organization, planning, design and development (e.g. supervisory techniques, interview techniques, scheduling, product knowledge), communication expertise with experience in development and implementation of the organizations' expectations.
- Excellent inter-personal skills with experience in solving human resource issues along with creating an effective team environment for managing and mentoring staff
- Experienced with Health & Safety legislated requirements and issues that arise in the workplace, experience gained through mandatory organizational training and membership of Health & Safety Committee
- Demonstrated competency and responsibility by meeting set standards and procedures
- Extensive experience developing and maintaining proficient computer skills

WORK HISTORY

General Labour Royal Canadian Slovak Legion	February 2009 – Present Cambridge, ON
Inventory Manager TSC Stores LP	March 2002 – December 2007 Cambridge, ON
General Labourer Plastic Prescription Ltd	November 2000 – August 2001 Cambridge, ON
Counter Service Robins Donuts	April 1995 – July 2000 Thunder Bay, ON

EDUCATION

Environmental Technician

September 2009 – May 2010

Confederation College

Thunder Bay, ON

- Completing first year student of the two year program
- Maintained first class standing

Graphic Technology and Management

September 2003 – May 2004

Mohawk College

Brantford, ON

- Diploma obtained with completion of program
- Completion of four month work placement at Advanced Printing

Graphic Arts Electronic Pre-Press

September 2001 – September 2003

Mohawk College

Brantford, ON

- Diploma obtained with completion of program

Ontario Secondary School Diploma

1994-1998

St. Ignatius High School

Thunder Bay, ON

LICENCES & CERTIFICATES

- Water Treatment, Distribution & Supply Operator-in-Training Certification
- Wastewater Treatment & Collection Operator-in-Training Certification
- WHMIS
- Class “G” Driver’s Licence
- Forklift Operation Certification
- Smart Serve
- 2004 Seldon Griffin Graphic Award for high academic achievement and strong work ethics

~REFERENCES AVAILABLE UPON REQUEST~