

Sebastien Leblanc

sleblanc@email.address

Functional Resumé

High school student
No paid work experience

403-000-0000

Summary of qualifications

- Three months of library volunteer experience
- Enjoy reading, learning, and being organized
- Available after school and on weekends
- Able to lift up to 10 kg
- Strong computer skills and knowledge of Microsoft suite of products

Library knowledge

- Understand Dewey Decimal system
- Enjoy organizational tasks like returning library books and videos to proper shelves
- Regularly visit this library and familiar with its programs

Self-management skills

- Have perfect attendance and never late for classes
- Currently on the Grade 10 honour roll
- Always complete homework and hand in assignments on time
- Volunteer as assistant coach for kids' soccer league
- Practise musical instrument daily

Communication skills

- Good at listening and following instructions
- Speak and write English and French
- Completed two Spanish courses

Teamwork experience

- Played on a school volleyball and community soccer team
- Work well with classmates in group school projects