

ELOISE THORNTON

LIBRARIAN ♦ BOSTON, MA ☎ (617) 555-4718

◦ DETAILS ◦

Boston, MA
(617) 555-4718

eloise.thornton@gmsmail.com

◦ SKILLS ◦

supporting diverse library
function

fundraising

activity and special event
coordination

public relations.

community organizations

communicator with multicultural
expertise

bilingual in English and Mandarin
Chinese

providing translation /
interpretation services

Windows, Mac OS, HTML, and
Microsoft Office Suite



PROFILE



Highly dedicated librarian with deep commitment to ensuring alignment of library collections, programs, and services with community needs.



EMPLOYMENT HISTORY

Librarian at Halifax Public Libraries, Halifax, Nova Scotia, Canada

2020 — Present

Provide information and reader advisory services, deliver outstanding patron assistance, and contribute to collection management. Help patrons with book selection, respond to diverse inquiries, and instruct patrons in use of library catalogue / electronic resources. Perform circulation operations, including check-in, check-out, hold processing, shelving / retrieval, and library material maintenance. Organize special collection displays. Coordinate facility preparation for special programs, meetings, and events.

- Received fast-track promotion from Library Assistant to Librarian within first year of employment.
- Leveraged the ReadAlike list to introduce readers to new authors.
- Utilized all library print / electronic resources, including academic library's Novanet catalogue.
- Served as English Language Learning (ELL) Tutor for adult learners and volunteered for community programs, developing lessons to enhance community engagement.

Sales Associate at Old Navy Canada, Inc., Halifax, Nova Scotia, Canada

2014 — 2020

Maintained sales floor and provided outstanding customer-acing service to generate sales and satisfaction. Performed all operations across shipping / receiving, replenishment, sales floor maintenance, cash balancing, and product merchandising.



EDUCATION

Master of Library Information Studies, Dalhousie University, School of Information Management

Master of Administrative Management, Zhengzhou University, School of Public Administration, Zhengzhou, Henan, China

Bachelor of Information Management & Information Systems, Wuhan University of Science & Technology, School of Management, Wuhan, Hubei, China

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R Barnett



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web feb 27 2023 my roll number is mention roll number i am writing this letter to apologize for the name of subject class i

was not able to attend on date due to some unavoidable circumstances i have covered all the class teachings and also completed my due homework

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web mar 21 2023 date date subject apology letter for not attending class dear sir madam this is to most humbly inform you that my name is name and i am writing this letter to inform you that i have enrolled in the name of the course course of duration months year

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web sep 3 2023 subject application for not attending offline classes dear sir madam my heartfelt respect to you i am the mention your name of your class and my roll number is i was not attending class from to because my health was not good i was suffering from typhoid disease after taking a lot of medicine i was able to

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web apr 25 2023 state that you ll be missing class begin the body of your email with an explanation of your reason for emailing them include the date s you ll be absent and your excuse i wanted to let you know that i will not be in class today because of an unexpected family emergency

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web in any case the absence of an avatar gives the letter a neutral color and a missing class email should be like that how to email a professor about not attending class sample subject absence class and section dear professor smith i apologize for not being able to attend your lecture on september 13th on compassionate grounds

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web dear sir we want to inform you that the reputation and discipline of our institute are on higher priority and one must obey them to be a part of our institute it would be best if you reached timely in school you must wear a proper uniform no cell phones are allowed during school attendance must be 80 no fights or misbehaving

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web oct 23 2022 before you send off that email to tell your teacher that you re not attending class it might be a good idea to see if there are any rules governing what to do if you re not going to make it to class there s two places to look log onto your university s website and check if there s a university wide or school wide policy governing absences

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web dec 22 2022 begin the letter by apologizing for not attending class make sure to express your regret for any inconvenience or disruption that your absence may have caused explain the reason for your absence if you have a valid excuse such as an illness or a family emergency make sure to provide an explanation in the letter

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for a period of almost 2 4 weeks with a permitted leave and without informing

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web 1 mention the subject line as leave application for online classes or regarding not attending online classes 2 write your name at the starting of the email or letter 3 mention the date on which you didn t attend or not attending the online classes 4 say apology for not attending 5

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web jun 21 2021 the letter should always be written in a polite tone to express your regret for not being able to attend the classes this will your teacher to understand that you were not also not happy not being able to attend the class keep the letter short and give your reason for being absent from the class in a respectful manner

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web sample 1 hello professor i hope this email finds you well i apologize for not being in class today i had planned on attending but i was unable to get to class on time because of a family emergency i hope you understand my situation and forgive me i will make sure to be more prompt in the future sincerely your name sample 2 hello everyone