

# YOUR NAME

Your Address, City, MA 00000  
617-555-1212 • youremail@youremailhost.com

## Header

Include concise and current contact information, including website, if any

## Summary of Qualifications

Keyword rich snapshot of your capabilities and strengths, Top third of resume makes largest impact!

## REFERENCE LIBRARIAN (EXAMPLE)

Dynamic, energetic reference librarian with strong reference and instruction skills and passionate commitment to public service. Demonstrated experience with reference, electronic databases, online research, preservation, ILS, web design. Excellent oral and written communicator.

### CORE COMPETENCIES:

- Integrated Library Systems
- Reference/Information Literacy
- Electronic Databases
- Online Research
- Program Planning
- Community Outreach
- Collection Development
- Cataloging
- Training & Development

## PROFESSIONAL EXPERIENCE

### Reference Librarian, X LIBRARY, BOSTON, MA

- Provide in-person, telephone, and email reference services to library community.
- Instructed patrons on using electronic resources, databases, and Internet searching.
- Conduct library instruction sessions, including introductory and subject-specific sessions. Assist with developing and evaluating collection in specific subject areas.
- Continue professional education by attending local, regional, and state workshops and conferences. Plan and participate in community outreach activities. Collaborate on creating and enhancing library policies and procedures.

### Related Professional Experience

Use prose or bulleted format, with biggest responsibilities first. Result versus straight task-oriented structure is recommended.

### Young Adult Librarian, X LIBRARY, CITY, STATE

2004 to 2007

- Provided in-person, telephone, and email reference services to library community.
- Guided patrons in using electronic resources, databases, and Internet searching.
- Evaluated and developed collections as assigned.
- Planned, implemented, and publicized young adult programs, including the summer reading series and orientation to library.
- Coordinated the Teen Volunteer program and revised its recruitment and training policies. Served on Library Hiring Committee and Library X Committee.
- Developed and published monthly library newsletter, in both print and electronic formats. Updated library website.

## EDUCATION

### Master of Science in Library and Information Science

SIMMONS COLLEGE, Boston, MA

### Bachelor of Arts in X

X College/University, City, MA

### Education

Includes both formal and professional development. Place at top if you are a new grad.

## PROFESSIONAL AFFILIATIONS

Massachusetts Library Association, Member

American Library Association, 2008-present, Member of Intellection Freedom Committee

### Professional Affiliations

Include those directly related to the job, keep it to less than 5. Most active organizations get placed first, along with pertinent roles.

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# YOUR NAME

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## HONORS AND AWARDS

Award, Organization Name, Year.

### Honors and Awards

Include the award name, presenting organization and year

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## TECHNICAL PROFICIENCIES

*Platforms:* Mac OS, MS Windows

*Tools:* Dialog, Edgar, Factiva, FileMaker Pro, Forrester, Gartner, Hoovers, Jupiter, MS Office Suite, RSS, blogs, wikis, Innovative Interfaces (list any databases and such that you use)

*Languages & Standards:* MARC, LC, Dewey, HTML

### Technical Proficiencies

Use any logical groupings to highlight your technical and other job related talents.

## OTHER HEADINGS TO CONSIDER

- Papers, Presentations, and other publications – choose most relevant ones to position for which you are applying. If it was for a conference, list paper, name of conference and the year.
- Community Involvement, or Committee work – this category is increasingly becoming important. List name of organization, position held, or committee for which you served and dates.
- Foreign Languages

## IN GENERAL, IT IS RECOMMENDED TO LEAVE OFF:

- Salary History
- Hobbies
- References (even “reference available upon request”, as that is assumed)
- Social Security number or other personal information
- Religious organization involvement
- Photographs

For more information:

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