

Simple clear contact information.

Lilian Brarian

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Bold and italicize elements consistently for easy scanning and readability.

Library Experience

Reference Librarian. University of Georgia, *Atlanta, GA*
2002 - Present

- Supervise and train ten student workers
- Select and purchase \$15,000 of health materials annually
- Create and teach five bibliographic instructions classes weekly
- Provide reference service for students, faculty, and community members
- Conduct weekly guided tours of the library for freshmen English classes

Use a bulleted list and action words to describe job duties.

Library Intern. University of Wisconsin, Office of Public Affairs, *Madison, WI*
1995-2001

- Managed office library and provided reference services
- Supervised student workers in special library projects
- Researched topics and events for staff of eighteen
- Indexed articles pertaining to the University
- Created finding aids of the video collection and Internet resources

Put your areas of greatest responsibility near the top of your job descriptions.

Library Assistant. Capital Times, *Madison, WI*
1994-1995

- Researched local topics for newspaper reporters and customers
- Processed ten photo orders a week for public requests

Other Experience

Teller. First Trust and Savings Bank, *Madison, WI*
2001-2002

- Identified customer needs and introduced banking products
- Managed and balanced branch coin counter
- Processed up to 200 customer financial transaction daily

Include significant and recent work history, but organize your resume so your relevant library experience is near the top of your resume.

Education

Masters of Library Science. University of WI, *Madison, WI*
Concentration: Special Libraries
Bachelor of Arts. University of WI, *Madison, WI* May 1999
Majors: Biology and English

You may want to include Education closer to the top of your resume if you are a recent graduate.

Include your name somewhere on the second page of your resume in case it is separated from page one.

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- Presentations**
- “Planning Your Research for Biology 101” Spring 2004
 - “Preserving Your Family History” March 2004
 - “Using the Map Collection at the University Archives” Spring 2003
- Continuing Education**
- “Responding to Judicial Process: A Guide to the Unexpected for Search Warrants, Subpoenas, and otherwise” University of Maryland *June-July 2003*
 - “Faculty Development Workshop: Teachers & Technology” *January-March 2003*
 - “Disaster Preparedness Training” *Spring 2002*
- Publications**
- “Lead the Way: Practical Leadership Skills for Librarians.” *LIS Career* January 2004. http://liscareer.com/nye_leadership.htm
 - “The Senatorial Papers of Paul Coverdell.” *Congressional Papers Roundtable Newsletter, July 2000.*
 - “O’Connor/Dawkins Correspondence Available in Tulsa,” *CHEERS!: The Flannery O’Connor Society Newsletter, Spring/Summer 1999*
- Service**
- Senator, Faculty Senate *2003-Present*
 - Library Liaison, School of Education *2002-Present*
 - Homeless Shelter Board Member and Fundraising Chair *May 1999 - Present*
- Professional Organizations**
- American Library Association *1998 – Present*
 - Special Library Association *1998-Present*
 - Student Chapter President *2001-2002*
 - Georgia Library Association *2002 – Present*
 - Chair, Membership Committee *2003-Present*
 - Member, Program Committee *2004-Present*

Include service to professional organizations.

Especially for academic jobs, include non-professional service to your community.