

# Example Resumé: Library Science Major

This resumé is a composite of several actual resúmes.  
It is merely an example of the types of information that may be included.  
Please note the comments on the right margin.

**Lisa M. Library**

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**Comment [c1]:** Include your name in a bold font that is larger than the rest of the resumé.

**Comment [c2]:** If applicable list both temporary and permanent housing and contact information.

**Comment [c3]:** List an email that you check often and that is appropriate.

## Education

**Clarion University of Pennsylvania, Clarion, PA**

Bachelor of Science in Education, December 20xx

Major: Library Science

Minor: Honors Program

Overall QPA: 3.788/4.0

**Comment [c4]:** List the full name of your institution.

**Comment [c5]:** Degree name is written out properly

## Professional Experience

### Teaching Experiences

**Block Student, Cranberry Elementary School**

Cranberry Area School District, Cranberry, PA

April 20xx

- Assisted with teaching Math, Science, Social Studies, Reading, and Language Arts
- Worked with struggling readers during literature circles
- Designed an interactive bulletin board and a series of math and science learning centers
- Effectively managed classroom behavior

**Block Student, Punxsutawney Area High School**

Punxsutawney Area School District, Punxsutawney, PA

November 20xx

- Worked with the school's circulation system
- Assisted the librarian with teaching lessons, cataloging new books, readers advisory, and technology
- Pulled books to enhance student interest in reading
- Processed fines, new magazines, and cataloged new books using Follett Destiny

**Comment [c6]:** Use underlining, italics and bolding will create style within your resumé.

**Comment [c7]:** Student teaching and block teaching are included under teaching experiences

**Comment [c8]:** Short phrases beginning with action verbs

**Comment [c9]:** Start phrases with strong action verbs allows the reader to see more clearly what you did/ achieved.

### Internship

**Intern, Circulation, Carlson Library, Clarion, PA**

September 20xx-present

- Shelve books
- Charge and discharged materials for students and faculty
- Organize books through shelf reading

**Intern, Naval History and Heritage Command, Archives Branch, Washington DC**

June 20xx-August 20xx

- Digitized Deck Logs
- Researched various aspects of naval aviation and ships history
- Preserved old documents
- Processed parts of collections
- Cataloged mismatched materials

**Comment [c10]:** Use action verbs that are in a current form in consideration of the actual experience.

## Community Involvement

**Volunteer**, Iroquois Intermediate Library, Elma, NY, January 20xx-present

- Shelve books, charged and discharged materials for students and faculty
- Assist the librarian with odd jobs and with weeding the collection
- Work with various aspects of library and book maintenance

**Volunteer/Tutor**, For the Love of Children, Washington DC, July 20xx-August 20xx

- Tutored students from low income neighborhoods
- Worked to increase literacy rates
- Worked to create a positive learning environment

**Volunteer**, Philadelphia Urban Seminar, Bayard Taylor Elementary School, Philadelphia, PA, May, 20xx

## Professional Organizations

American Library Association (ALA), Clarion University, Fall 20xx-present

- President, 20xx-20xx
- Community Service Chairperson, 20xx-20xx

Pennsylvania School Library Association (S-PSLA), Clarion University, Fall 20xx-present

Special Library Association (SLA), Clarion University, Fall 20xx-present

Lambda Sigma (Honorary Library Fraternity), Clarion University, Fall 20xx-present

## Campus Activities

Clarion Debate Team, Fall 20xx-present

Orchestra/Wind Ensemble (French Horn), Fall 20xx-present

Student Honors Association (SHA), Fall 20xx-Spring 20xx

## Awards and Honors

Clarion Honors Program, Fall 20xx-present

-Class Representative (January 20xx-present)

Outstanding Student Leadership in Honors Award, January 20xx

Helen and Lawrence Smith Scholarship, Fall 20xx

Clarion Foundation Leadership Scholarship, 3 years

Clarion Debate Team Golden Eagle Scholarship, September 20xx

Dean's List, 5 Semesters

**Comment [c11]:** Include your name and page two at the top of a second page.

**Comment [c12]:** Volunteer experience is important to include because employers like to see additional work ethic gained through different motives

**Comment [c13]:** Becoming a member of professional organizations will help you gain credibility and develop your skills.

**Comment [c14]:** Leadership positions are listed to build your character and highlight your experiences

**Comment [c15]:** Include a description of an organization or event that may be unknown to the reader.

**Comment [c16]:** Listing other involvements shows that you have varied interests and engage yourself in them.

**Comment [c17]:** Add in additional information for clarity

**Comment [c18]:** List honors and awards in order of importance.