**Librarian Resume Sample 1**

**Amy Erinson**
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**A. Summary**

Recent graduate from the University of Wyoming's MLA program after 5 years of internship experience and 3 years of volunteer experience. Detail-oriented and dedicated to bringing my knowledge of cataloging, online databases, and reference retrieval to your library. Fully committed to making the library a welcoming place for everyone in the community, especially school children. Passionate about working with children within a library setting. Firmly believe that children are the future of the library setting and libraries should design their patron services around the idea of appealing to them. Constantly looking for new ideas to incorporate children into the library.

**B. Working Experience**

**August/2015 – May/2018 – Casper Children's Library, Casper, Wyoming**

**Responsibilities:**

* Answer questions that visitors may have
* Place books back on shelves
* Assist the multi-media department in stocking their food
* Recommend materials based on customers' needs
* Participate in special National Seuss Day events designed to increase children's reading

**Achievements:**

* Organize weekly activities based on age groups
* Coordinated daily storytimes for ages 6-8
* Redesigned the "About Us" library website page

**August/2012 – July/2015 – Casper General Library, Casper, Wyoming**

**Responsibilities:**

* Ensure that all library equipment is well-maintained
* Operate photocopiers and library computers
* Suggest new books for the collection based on current market trends
* Handle patron services for approximately 100 customers per day
* Process interlibrary loans

**Achievements:**

* Taught a computer literacy course to seniors
* Assisted the youth librarian in daily after-school activities
* Supervised high school volunteers

**C. Education and Academic Training**

Master of Science in Library and Information Science, University of Wyoming, Casper, Wyoming, 2018
Bachelor of Arts in English, Wyoming State University, Cheyenne, Wyoming, 2014

**D. Job Related Skills**

* Shelving
* Reference software skills
* ISBN catalog knowledge
* Collecting late fines
* Dewey Decimal classification
* Access-It Library experience

**E. General Skills**

* Attention to detail
* Teamwork
* Analytical and critical thinking
* Interpersonal communication
* Love of reading