

[Full Name]

[City, State] | [email@example.com] | [Phone Number] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **[Librarian]** with [X]+ years of experience managing collections, supporting research, and delivering user-centered information services in [academic/public/special] library settings. Proven ability to **optimize cataloging workflows**, improve discovery through metadata enhancements, and design instructional sessions that build information literacy skills. Skilled in **integrated library systems, digital resources management, and reference services**, with a strong commitment to equitable access and community engagement. Adept at collaborating with cross-functional teams to implement technology-driven solutions that enhance patron experience.

PROFESSIONAL EXPERIENCE

[Senior Librarian] | [City Public Library]

[Month Year] – Present | [City, State]

- Led the planning and delivery of [adult and teen programming], increasing average monthly program attendance by [XX%] and expanding outreach to underserved community groups through targeted partnerships with [local schools/nonprofits].
- Managed collection development for [X,000]-item [fiction/non-fiction/special] collection, applying usage analytics and patron requests to inform acquisitions and weeding, resulting in a [XX%] increase in circulation for priority subject areas.
- Oversaw daily operations of [branch/department], including supervision of [X] staff and [X] volunteers, scheduling, and training on [ILS name], e-resources platforms, and customer service standards to ensure consistent, high-quality patron support.

[Reference & Instruction Librarian] | [University Library]

[Month Year] – [Month Year] | [City, State]

- Delivered [X+] research consultations per semester for undergraduate and graduate students, providing in-depth support on database searching, citation management, and systematic literature reviews using tools such as [EBSCOhost, ProQuest, JSTOR, PubMed].
- Designed and taught [credit-bearing/embedded] information literacy workshops for [first-year writing courses/discipline-specific courses], integrating ACRL Framework concepts and achieving [XX%] positive feedback in post-session surveys.
- Collaborated with faculty to develop online research guides and tutorials using [LibGuides/Canvas/Blackboard], improving discoverability of subject-specific resources and increasing guide usage statistics by [XX%] over [timeframe].

EDUCATION

[Master of Library and Information Science (MLIS)] | [Accredited University Name]

[Month Year] – [Month Year] | [City, State]

- Relevant coursework: [Cataloging & Classification], [Digital Libraries], [Information Retrieval], [Reference Services], [Archives & Records Management].
- Capstone/Thesis: “[Title of Project/Thesis]” focusing on [topic such as user experience in discovery systems, digital preservation, or community engagement].

[Bachelor of Arts in (Related Field)] | [University Name]

[Month Year] – [Month Year] | [City, State]

- Major: [English/History/Education/Information Studies or related].
- Activities: [Library student assistant], [research assistant], or [relevant student organizations].

SKILLS

Library Systems & Tools: [Integrated Library Systems (e.g., Sierra, Alma, Koha)], [OPACs], [discovery layers], [LibGuides], [link resolvers].

Cataloging & Metadata: [MARC21], [RDA], [Dublin Core], [LC Classification], [LCSH], [authority control], [OCLC WorldCat].

Research & Reference: Advanced database searching, [Boolean logic], [citation management tools such as Zotero/EndNote], [interlibrary loan processes].

Digital Resources: [E-books and e-journals management], [vendor platforms], [authentication systems such as EZproxy/OpenAthens], [digital repositories].

Instruction & Outreach: Information literacy instruction, [curriculum integration], [workshop design], [public speaking], [community engagement].

Soft Skills: Strong customer service, [collaboration], [communication], [problem-solving], [time management], [adaptability] in fast-paced library environments.

Technology: [Microsoft Office/Google Workspace], [basic HTML/CSS], [data analysis in Excel], [virtual meeting tools such as Zoom/Teams].

SELECTED PROJECTS

[Digital Collection Development Initiative] | [Institution/Library Name]

[Month Year] – [Month Year]

- Coordinated the selection, digitization, and metadata creation for a [X,000]-item [local history/special collection], using [Dublin Core] standards and [digital repository platform] to improve online access for researchers and community members.

[Information Literacy Program Redesign] | [Institution/Library Name]

[Month Year] – [Month Year]

- Redesigned first-year information literacy curriculum in collaboration with [department/faculty], creating modular lesson plans, assessments, and online tutorials that aligned with institutional learning outcomes and increased student engagement metrics.