

[First Last Name]

[City, State] | [email@example.com] | [(123) 456-7890] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **Library Assistant** with [X] years of experience supporting public and academic library operations, circulation services, and patron assistance. Proficient in **integrated library systems (ILS)**, cataloging workflows, and maintaining organized, user-friendly collections. Known for delivering courteous, efficient service in high-traffic environments, balancing desk coverage, shelving, and administrative tasks. Committed to promoting information access, literacy, and a welcoming community space for diverse patron groups.

PROFESSIONAL EXPERIENCE

[Library Assistant] | [City Public Library]

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

- Manage daily circulation desk operations using [Integrated Library System (e.g., [Sierra] / [Polaris] / [Koha])], processing an average of [X] checkouts, returns, and renewals per shift while maintaining accurate patron and item records.
- Assist patrons with locating materials, placing holds, and using online catalogs, public computers, and self-check stations, resulting in consistently positive feedback on [patron satisfaction surveys] and reduced wait times.
- Support collection maintenance by shelving, shelf-reading, and shifting materials across [adult/teen/children's] sections, improving item findability and reducing reported "missing" items by approximately [X%] over [timeframe].

[Library Aide] | [University Library]

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

- Processed new acquisitions by labeling, covering, and preparing barcodes and spine labels in coordination with technical services staff, ensuring timely availability of [print books, media, and reserve items] for student and faculty use.
- Provided front-line reference support by answering directional and basic research questions, guiding students in the use of [online databases], [discovery tools], and [citation managers] before referral to librarians when needed.
- Monitored study spaces, computer labs, and group rooms, enforcing library policies with tact and professionalism while maintaining a quiet, safe, and inclusive environment for a daily average of [X+] visitors.

EDUCATION

[Associate of Arts in Library and Information Technology] | [Community College Name]

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

- Relevant coursework: [Cataloging & Classification], [Reference Services], [Library Technology], [Collection Development].
- Completed [practicum/internship] at [Library Name], assisting with circulation, cataloging support, and basic reference services.

[High School Diploma] | [High School Name]

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

- Activities: [Library Club] / [Student Volunteer at School Library] / [Reading & Literacy Programs].

SKILLS

- **Library Systems & Tools:** [Integrated Library Systems (e.g., Koha, SirsiDynix, Polaris)], [Online Public Access Catalogs (OPAC)], [RFID/self-check equipment], [Microsoft Office / Google Workspace].
- **Technical & Information Skills:** [Basic cataloging and metadata entry], [Dewey Decimal Classification], [shelf-reading and collection organization], [database searching], [printing and scanning support].
- **Customer Service:** Patron-centered service, [handling inquiries and complaints], [explaining policies clearly], [supporting diverse user needs], [confidentiality and privacy awareness].
- **Communication & Collaboration:** Clear verbal and written communication, [teamwork with librarians and staff], [front-desk coverage coordination], [professional email etiquette].
- **Organization & Time Management:** Prioritizing tasks in busy service environments, [managing multiple requests], [maintaining accurate records], [meeting deadlines].

- **Programs & Outreach (Optional):** Assisting with [storytime], [book clubs], [reading challenges], [displays and book exhibits], [basic social media updates] for library events.

PROJECTS & CONTRIBUTIONS

[Collection Organization Project – Children’s Section] | [City Public Library]

[Month Year] – [Month Year]

- Assisted in reorganizing [children’s fiction and non-fiction] collections by reviewing call numbers, updating item locations in the ILS, and creating clear shelf signage, improving browsing experience for families and educators.
- Collaborated with librarians to highlight high-demand titles and themed displays (e.g., [seasonal reading], [award winners]), contributing to a measurable increase in circulation in the section over [timeframe].

[Digital Literacy & Device Help Sessions] | [University Library]

[Month Year] – [Month Year]

- Supported drop-in sessions where students and patrons received one-on-one help with [printing], [scanning], [Wi-Fi access], and [e-reader setup], reducing basic tech-related questions at the main service desk.
- Created simple step-by-step guides for frequent tasks (e.g., [double-sided printing], [off-campus database access]), which were shared at service points and on the library website to improve self-service options.