LIBRARIAN RESUME SAMPLE

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RESUME OBJECTIVE

Recent graduate looking to leverage 5+ years of internship and volunteer experience into your Librarian job opening. Experienced with working as both a children's and a reference librarian, and have worked on various projects such as presentations and grant writing. Possess a Master of Library Science degree.

PROFESSIONAL EXPERIENCE

January 2020-Present | Oak View Public Library, New York, NY Librarian Intern | Reference Desk, Children's Library

- Researched, assisted with writing, and won a \$500 grant offered by the American Association for the Advancement of Science and Neutrogena to host library programs regarding skin care
- Spearheaded a silent function fundraising activity raising over \$3000 in library donations
- Coordinated children's library operations and promoted special activities through list campaigns
- Analyzed patron's requests to determine needed information by collecting and providing that information
- Checked books in and out in a library serving 25,000+ patrons

June 2016-January 2020 | Buffalo Library, Buffalo, NY Library Volunteer

- Taught 500+ first-time visitors how to browse the library catalog by using the OPAC (Online Public Access Catalog)
- Assisted 50+ patrons a day with locating books on shelves
- Processed new materials, including books, audiovisual materials, and computer software
- Performed clerical activities, such as answering phones, sorting mail, filing, typing, word processing, photocopying, and mailing out material

(310) 655-1219

sooyoung.park@gmail.com

in linkedin.com/in/syoungpark/

EDUCATION

June 2020
Long Island University,
Brookville, NY
Master of Library
Science,
Honors: summa cum
Jaude

June 2018
University of Buffalo,
Buffalo, NY
Bachelor of Arts in
English,
Honors: cum laude

RELEVANT SKILLS

Grant Writing

Audience Analysis

Proposals and Submissions

Microsoft Office

Bilingual in English and Korean

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Margaret Riley Dikel, Frances E. Roehm

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The Librarian's Career Guidebook Priscilla K. Shontz, 2004-11-26 Sage advice and career guidance is offered by sixty four information professionals from diverse positions and workplaces This practical guide addresses a wide variety of career issues The advice is aimed at librarians in various stages of a career prospective librarians M L S students and entry level librarians as well as experienced information professionals Covers Career options Education The job search On the job experience Professional development Essential skills and strategies for enjoying your career Writing Resumes that Work Robert R. Newlen, 1998 Accompanying disk contains resume templates The resumes are located in directories corresponding to the appropriate chapter in the book text filenames correspond to sample resumes within that chapter Information Science Michael F. Bemis, 2014-03-03 This unique annotated bibliography is a complete up to date guide to sources of information on library science covering recent books monographs periodicals and websites and selected works of historical importance In addition to compiling an invaluable list of sources Bemis digs deeper examining the strengths and weaknesses of key works A boon to researchers and practitioners alike this bibliography Includes coverage of subjects as diverse and vital as the history of librarianship its development as a profession the ethics of information science cataloging reference work and library architecture Encompasses encyclopedias dictionaries directories photographic surveys statistical publications and numerous electronic sources all categorized by subject Offers appendixes detailing leading professional organizations and publishers of library and information science literature This comprehensive bibliography of English language resources on librarianship the only one of its kind will prove invaluable to scholars students and anyone working in the field The Information Professional's Guide to Career Development Online Sarah L. Johnson, Rachel Singer Gordon, 2002 This book provides practical advice on using the Internet to research educational and networking opportunities and to keep current through online conferences and discussion lists There is also information on reading and contributing to professional literature applying for scholarships and grants creating an electronic resume and researching prospective employers online Appendices list organizations and publications with an online presence Nesbeitt is reference systems librarian at Maxwell Library Bridgewater State College Gordon is head of computer services at the Franklin Park Public Library She is Webmaster of the library career site Lisjobs com and founding editor of the Info Career Trends electronic newsletter Annotation copyrighted by Book News Inc Portland OR **Resume Writing and Interviewing Techniques** that Work Robert R. Newlen, 2006 Starting a career as a librarian moving or looking for a new job Robert Newlen offers this brand new comprehensive resource as a guide to get you through every step of landing the ideal library job Detailed guidance for authoring attention grabbing cover letters the most important part of any application package will help you capture that administrator's attention and get your resume and application read A Librarian's Guide to Personal The Video Librarian ,1999 <u>Development</u> Valerie Noble,1980 Author's Guide to Journals in Library &

Information Science Norman D. Stevens, Nora B. Stevens, 2019-12-05 This book first published in 1982 focuses on providing information about the policies and practices surrounding the preparation and submitting of articles to the major journals in library and information science This guide includes all the major American Canadian British and international professional journals that solicit accept and publish articles in the field Video Rating Guide for Libraries ,1993 Guide to Internet Job Searching, 2002-2003 Margaret Riley Dikel, Frances E. Roehm, 2002-04-22 The essential guide to finding a job online This definitive guide to harnessing the Internet's powerful research capabilities has been thoroughly updated to include the latest online job searching techniques Using Guide to Internet Job Searching 2002 2003 absolutely anyone with access to a computer can immediately conduct a timesaving low cost high impact job search Copublished with the Public Library Association the Guide to Internet Job Searching offers you expert advice on how to find and use online bulletin boards job listings recruiter information discussion groups and resume posting services Its easy to use format and user friendly tone make this an excellent tool if you are an experienced surfer and Internet newbie Includes Local state by state government and international resource listings and opportunities Online career resources Specific career path information Reviews of some of the more popular job listing and recruiting websites Simply the best thing in print on the subject of using the Internet in your job search amazing and breathtakingly thorough covers all the resources available today Richard N Bolles author of What Color Is Your Parachute Library of the World's Best Literature, Ancient and Modern--Index-quide to Library of the World's Best Literature ... Charles Dudley Warner, Hamilton Wright Mabie, Lucia Isabella Gilbert Runkle, George Henry Warner, 1897 Select Catalogue and Guide Islington (England). Public Libraries Committee, 1910

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