Renee Applicant

123 Main Street • Oakwood Park, IL 12345 • (123) 456-7890 • renee.applicant@email.com

SCHOOL LIBRARIAN

*Managing libraries, helping students with research, setting up compelling displays*

Respected Librarian with 10+ years’ secondary and university experience, specializing in developing research tools and courses to strengthen students’ research ability, seeks position with university library.

*Key skills include:*

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| --- | --- |
| * Developing Research Tools and Courses for Secondary Schools and Universities * Award-Winning Display Development | * Translating Library Services and Policies into Tangible Resources for Students * Experience Training New Librarians |

PROFESSIONAL EXPERIENCE

123 COMMUNITY COLLEGE, *Oak Park, Ill.*

**REFERENCE LIBRARIAN** (February 2016 – Present)

Initiated and helped develop new online catalog to promote efficient student and faculty research; develop instructional materials on research methods in various formats (web, multimedia, and print); write and publish library blog and maintain social media pages.

*Notable accomplishments:*

* Developed and taught library research class for students across all majors.
* Received award for “Best New Course” for 2018; named “Librarian of the Year” twice.

XYZ UNIVERSITY THEOLOGY LIBRARY, *Chicago, Ill.*

**ASSISTANT LIBRARIAN** (June 2011 – February 2016)

Consulted with colleagues and teachers to develop and construct monthly displays on academic topics.

*Notable Accomplishments:*

* Developed and co-taught course on research methods for incoming freshmen students.
* Spearheaded project to streamline magazine subscriptions, saving the library $2,000 annually.

EDUCATION & CREDENTIALS

**XYZ UNIVERSITY**, Chicago, Ill.

Master of Library Science (GPA: 3.9; Selected “Graduate Student of the Year”), May 2011

**XYZ UNIVERSITY**, Chicago, Ill.

Bachelor of Arts in English (GPA: 3.8; Dean’s List Each Semester; Graduated Cum Laude) May 2010

**Information Technology Skills**

Computer Applications: Word, Excel, Google Docs • Web Publishing: HTML, Dreamweaver, WordPress