


Masters Level Candidate Graduating and Entering Job Market



1 First Avenue  
Baltimore, MD 12345  
name@email.com  
555.123.4567

THEO STANFORD : LIBRARY & INFORMATION SCIENCE PROFESSIONAL

**PROFILE**

Recent MLIS graduate with a specialization in cataloging and extensive skills spanning reference service, web development, information organization, and digital production. Full understanding of web 2.0/library 2.0 concepts and their implementation in a library setting. Gained cataloging experience in an academic library setting while completing practicum at Johns Hopkins University Music and Dance Library. Engaged in several reference and bibliographic instruction projects including web-based pathfinders.

**EXPERIENCE**

**Cataloging Internship** – Johns Hopkins University Music and Dance Library – 2010

Updated and created new, full-level bibliographic records, reviewing items in mixed formats and multiple languages to catalogue appropriately. Reviewed records in diverse languages, researched select terms, and created accurate information sources.

- Utilized the Connexion online cataloging tool in the preparation of records, adhering to AACR2 guidelines and MARC bibliographic record formatting standards.
- Created a web resource for future interns and peers working in the music and dance library, documenting key processes, information sources, and guidelines.

**Volunteer Library & Information Science Professional** – Internet Public Library (IPL) – 2009

Researched and responded to library patrons’ reference questions, facilitating the development and maintenance of IPL’s collections. Completed all responses within 24 hours of receipt with most questions requiring extensive research of secondary sources.

- Gained experience in providing reference services to diverse IPL patrons, enjoying the breadth and depth of questions and the resultant research required.

**Manager** – Baltimore Pizza – 2005-2008

Engaged in this supervisory role—a temporary position while wife completed her degree program and I awaited entry into a MLIS program—overseeing the performance of up to 6 associates at this high-volume campus area eatery. Scheduled team members in alignment with forecast and actual production, optimizing expense management and operating profits.

- Displayed excellent customer service skills while communicating with a highly diverse group of patrons, effectively resolving escalated issues and building a loyal clientele.
- Managed time and tasks effectively, overseeing the night shift requiring extreme multitasking while balancing customer-facing and back-of-house duties.

**Researcher Survey Administrator** – Research Center – 2003 & 2004

Administered public opinion polls without bias, contacting potential survey contributors via telephone to collect their views on timely political concerns. Met productivity and efficiency objectives while providing participants with courteous and professional customer service.

- Initiated contact with potential survey respondents to gather opinions on matters of public interest, delivering scripted questions in an objective manner.

**Audio Recorder/Archivist** – Johns Hopkins University School of Music – 2003

Captured 15+ live performances for archival purposes, managing the cataloging lifecycle from collection through organization and storage. Leveraged skills gained through studies in audio production with keen interests in information organization and cataloging.

**EDUCATION**

Johns Hopkins University : 2010  
**MLIS – Master of Library & Information Science**

University of Maryland : 2005  
**BS – Bachelor of Science in Communications**

**AFFILIATION**

American Library Association

**CORE SKILLS**

Bibliographic Record Creation & Manipulation  
Library & Information Center Management  
Information Sources & Reference Services  
Library Science Information Technology  
Library Services for Young Adults  
Audio Preservation & Archiving  
Web Resource Development  
Information Uses & Services  
Organization of Information  
E-Publishing on the Web  
Access to Information  
Music Librarianship  
Digital Production  
Reference Service  
Cataloging

**TECHNICAL SKILLS**

AACR2, MARC, LCSH, & Connexion  
Analog-to-Digital Conversion  
Open Source Software  
HTML & CSS

**INTERESTS**

Musician & Songwriter  
*Publish music via digital recording software and the world wide web.*

*Creative format is very appropriate for a candidate pursuing a targeted opportunity in a certain industry. Making a résumé “look” like the industry/craft sets the tone for the candidate described in the résumé!*

*Reverse chronological format with bullet points presenting accomplishments*

*Professional title defines the candidate so each reader immediately knows who Theo is.*

*Right margin allows for exploration of education, core skills, technical skills, and interests, all important qualifications for this candidate*