

---Sample ARM Resume---

## Joy Doe

123 Main St. Ann Arbor, MI 48104 734/555-1212

[joydoe@umich.edu](mailto:joydoe@umich.edu)

### Objective (Optional)

### Education

**University of Michigan, School of Information**, Ann Arbor, MI

MSI Master of Science in Information, Specialization: Archives & Records Management

Degree expected May, 2005

#### Relevant Courses:

- **Understanding Records & Archives**
- **Appraisal of Archives**
- **Management of Electronic Records**
- **Preserving Information**

**Florida State University**, Gainesville, Florida

BA Bachelor of Arts in History, Minor: English

May 2002 Magna Cum Laude

### Relevant Experience

**ABC University Library, Manuscripts and Archives**, New Haven, CT 5/2004-8/2004

Intern

Processed and wrote finding aid for 16 linear ft. of the Yale undergraduate radio station records, which included 70 reel-to-reel audiotapes. Presented newly accessioned video collection and its research uses to Yale Library staff. Processed and wrote finding aids for subset of New Haven Redevelopment Agency records and additions to two collections of family papers.

**XYZ Historical Library**, Ann Arbor, MI 1/2004-4/2004

Practicum in Archival Administration

Developed college-level class orientation to archives and primary source research. Created MARC records and EAD finding aid for existing collections. Appraised, processed and created a finding aid for a small collection.

**University of Michigan, School of Information**, Ann Arbor, MI 8/2003-1/2005

Graduate Student Research Assistant

Assisted Professor Margaret Hedstrom under a National Historical Publications and Records Commission sponsored project titled, "Documenting Internet2: A Collaborative Model for Developing Electronic Records Capacities in the Small Archival Repository." Analyzed the functions of a modern, collaborative organization (Internet2).

Conducted records survey. Developed appraisal criteria for the electronic records of Internet2. Implemented pilot program to test appraisal criteria, and contributed to reports and journal articles.

### Skills

- **Archival:** MARC, EAD, AACR2, Dublin Core, DACS, OAC Standards.
- **Technical:** Microsoft Word, PowerPoint, Excel, and Access; Adobe Photoshop and Acrobat; Macromedia Dreamweaver; HTML; MySQL; and PHP.
- **Languages:** Fluent Spanish, proficient Italian.

### Professional Affiliations

- **SAA Society of American Archivists**, Member, 2004-present
- **ALA American Library Association**, Member, 2003-present