

---Sample LIS Resume---

**Joe E. Doe**

123 Main Street  
Ann Arbor, MI 48104

734/555-1212  
[joeedoe@umich.edu](mailto:joeedoe@umich.edu)

### Education

**University of Michigan School of Information**, Ann Arbor, MI  
MSI Master of Science in Information, Specialization: Library and Information Services  
Degree expected May, 2005

#### Relevant Courses:

- Reference Methodology
- Collection Development & Management
- Online Search & Retrieval
- Information Architecture

#### Relevant Projects:

- Internet Public Library:** Answered online reference questions for public constituency; updated Education Subject Collection, and wrote Civic Activists research guide.
- The Organization of Information Resources:** Gained understanding of MARC and Dublin Core metadata schemas; analyzed issues related to the cataloging of zines at various private, public and zine libraries.

**Boston University**, Boston, Massachusetts  
BA Bachelor of Arts in English, Minor: History  
May 1999

### Relevant Experience

**ABC Public Library**, Ann Arbor, MI 1/2002-present  
Public Library Associate

- Provide reference and readers' advisory services; assist customers in utilizing library resources including the public catalog and electronic subscription databases.
- Maintain Science Fiction and Romance collections through analysis of statistics and physical condition; coordinate purchasing based on collection size and space, material use and budget.
- Deliver digital reference services, both chat and co-browsing, through AADL Anytime (tutor.com).

**XYZ University Library**, Ann Arbor, MI 5/2001-1/2002  
Directed Field Experience-Intern

- Provided reference services to Master's students in the School of Public Health.
- Prepared subject guide brochures and materials, excluding exercises used for technical and bibliographic instruction.
- Managed content and updated information architecture of the Public Health Library website.

### Other Experience:

**Nonprofit Service Organization**, Asheville, NC 8/2000-1/2001  
Volunteer

- Tutored 18 at-risk elementary age students in reading.
- Organized and implemented a community wide *Stand Against Violence Day* for 200 youth.

### Technical Skills

- Software:** Adobe Acrobat, PageMaker, PhotoShop: EndNote, HTML, Macromedia DreamWeaver,
- Databases:** DIALOG, ERIC, FirstSearch, LexisNexis, ProQuest

### Professional Affiliations

- ALA American Library Association, Student Chapter, Treasurer 2004-present
- SLA Special Libraries Association, Member 2003-present