

RÉSUMÉS

For Librarians

COMMUNICATING YOUR VALUE TO EMPLOYERS

Three-Step Process

1. Take stock of the job-specific and transferable skills that you want to emphasize on your résumé.
2. Next, create a **master résumé/CV** document. You want to have an inclusive personal history from which you will extract information to design **targeted** résumés. This master document should contain all of your work history and complete description of accomplishments for each job. The master résumé is not for applying to jobs, but to make it easier to tailor your résumé to specific postings.
3. **Tailor** your résumé to the specific position and **make it easy on the eye**. Keep in mind that your résumé will have to compete with many others and employers have little time and attention to devote to it. **Employers spend ~30 seconds reading a résumé**, so you need to grab their attention! The more closely you match the position and effectively convey your information, the more likely you are to keep the employer's attention.

*Special thank you to Tara Iagulli and the
University of Texas School of Information Career Development Center*

Identify Your Skills

Job-Specific Skills: These are easily identified by using the job description to see what the minimum and preferred requirements are for the position. Most often, the job-specific skills will be technical in nature or speak to the core of your expected education/experience.

Examples:

- Knowledge of content management systems.
- Knowledge of electronic production and distribution of finding aids and accessibility concerns.
- Understanding of online cataloging and digital asset management; experience creating digital images and web pages.
- Proficiency in Web 2.0 technologies, DACS, EAD, AACR2, MARC, HTML, PHP, some MySQL, CSS.
- Familiarity with javascript, *wire framing (OmniGraffle) Photoshop, Adobe Suite, prototyping, search engine optimization (SEO).

Transferable Skills: These are the talents that you are born with and/or develop over time through life experience that you literally transport from one job to another. All employers are looking for a special mix of transferable skills; some referred to as “soft skills.”

Focus on your strengths first and then assess what you need to learn. The good news is that all skills can be developed!

Capitalize on Your Strengths/Speak Their Language:

- Use the job description as your guide to see what the requirements are for the position.
- Research the organization to learn more about what they need and how you can help.
- **Focus the attention** on your strong points, where you exceed the requirements. The goal is to **get noticed** so they will call you in to evaluate your skills in an interview. If information is not “selling you,” or if it is obsolete or repetitive, you should omit it.
- If you are unsure of your strengths, **interview** friends, family and colleagues and consider taking formal personality and interest **assessments** like the Myers Briggs or the Strong.

TRANSFERABLE SKILLS

Adapting to new situations	Management of people	Record keeping
Analyzing concepts	Materials design	Research
Compiling information	Motivation and persuasion	Scholarly writing
Conflict resolution	Needs assessment	Supervising
Consulting	Organization	Testing
Coordinating projects/plans	Problem solving Interpersonal	Teamwork
Coping with deadline pressure	Learning new concepts	Using technology
Designing new products	Communication	
Editing	Public speaking	

RULES OF THUMB

Be Concise It is often preferable to keep your résumé to one page. A two-page résumé is acceptable if your experience warrants it or the position demands a longer version.

Proofread Take the time and effort to proofread your résumé to make certain it is error-free. Plan ahead and schedule a professional review from your Career Development Director.

Job Descriptions Focus on your accomplishments, rather than duties of the position. Describe and quantify the results of your work. Example: “managed communications to 2000 subscribers.”

Action-Oriented Use action verbs and the active voice. Avoid passive phrases such as *responsible for, duties included*, etc. Use short statements for job descriptions; résumé language omits pronouns (I, you) and does not follow standard grammar rules.

Fonts Use a common font (Times New Roman, Arial, etc.) size between 10.5 and 12 point.

Formatting Use CAPITAL LETTERS, **Bolding**, *Italics*, and Bullets to make it visually appealing and readable. Be consistent with your formatting.

E-Mailing Résumé Convert Word files to PDF before e-mailing to maintain formatting.

Paper Use résumé paper in white, ivory, or light gray shades. FREE paper and printing at Career Development Office. Use a large envelope to mail your materials flat, not folded.

Tell Your Best Story Take credit for accomplishments when you can.

Be Ready to Elaborate Think of your résumé as the script for the interview; if you listed something, be ready for employers to ask you about it. Practice talking through your résumé with the Career Director so you are confident when telling stories about your experiences. Consider removing potentially weak points from your résumé until you are comfortable engaging in conversation about them.

Keep It Current Once you have a résumé prepared, keep it up-to-date so you can be ready to apply to unexpected opportunities. Save backup versions as different files.

ACTION VERBS

Development

Adapted
Developed
Formulated
Planned
Reorganized
Effectuated
Translated

Ingenuity

Founded
Generated
Established
Proposed
Produced
Created
Originated
Initiated
Formed
Determined
Invented
Devised
Constructed
Designed
Conceived
Predicted
Defined

Writing Skills

Integrated
Drafted
Wrote
Summarized
Composed

Research Skills

Investigated
Researched
Compiled
Verified

Editing

Revised
Edited
Improved
Recommended
Converted

Administrative

Facilitated
Prepared
Presented
Instructed
Coordinated
Managed
Moderated
Provided
Scheduled
Administered
Controlled
Disseminated

Conflict Resolution

Approved
Resolved
Settled
Solved

Analytical Skills

Assessed
Examined
Evaluated
Analyzed
Calculated
Inspected

Follow-through

Implemented
Installed
Instituted
Executed
Reported
Completed
Performed
Maintained
Enforced
Expedited
Disseminated
Allocated
Complied

Improvement

Expanded
Increased
Enlarged
Strengthened
Achieved

Organization

Arranged
Organized
Grouped
Indexed
Catalogued
Delegated

Advocacy Skills

Motivated
Negotiated
Defended
Represented
Argued
Challenged
Recommended

Interpersonal Skills

Arbitrated
Counseled
Interviewed
Advocated
Advised
Communicated
Consulted
Negotiated
Contracted
Participated
Observed

Leadership

Guided
Led
Headed
Mobilized
Recruited
Motivated
Directed
Supervised
Trained
Chaired
Unified
Conducted
Operated
Mentored
Taught
Demonstrated

YOUR NAME

20231 Library Lane ▪ Reading, TX 78705

Your.Name@gmail.com ▪ (512) 555-5555 ▪ Portfolio: yourname.com

EXPERIENCE

MOST RECENT EMPLOYER, City, State (Abbreviated)

May 2011 - Present

Assistant Head Librarian

- Acquire all print and electronic resources and manage budgets in the areas of English, American, and Youth Literatures and Women's and Gender Studies, \$125,900 annually
- Instruct 40 Information Literacy sessions annually, reaching 1000+ students, utilizing Millennial pedagogical principles
- Direct Research Services Division projects and initiatives, manage policy compliance for 40 librarian subject specialists, engage vendor negotiations, collaborate on Executive Collections Team
- Drive \$10M budget and collection policy for Libraries' journals (30K subscriptions) and Ebook (600K) holdings
- Administer quarterly Division special projects with 40 librarians reporting. Projects include collection statistics, asset review, retention and development resulting in 2009 savings 25% over target cost reductions

EMPLOYER, City, State

August 2009 - May 2011

Research Analyst

- Deliver ad hoc market analysis/reports detailing various markets, companies and/or technologies to approximately 30 investment professionals and 80 portfolio companies on an ongoing basis
- Investigate and find answers to specific research requests from investment professionals as part of the overall due diligence process
- Gather information on key competitors/markets through a variety of sources including, but not limited to internal data, online research, industry analysts, social media, interviews with industry experts, trade shows and consulting studies

SCHOOL OF INFORMATION, Austin, TX

Summer 2009

Adjunct Professor

- Taught a 3-credit summer course called Introduction to Internet Resources and Services to a class of 29 graduate and undergraduate students

UNITED STATES PEACE CORPS, Ecuador, South America

May 2007 – April 2009

Volunteer, Cattle Extensionist

- Advised local government officials and cattle farmers about services and programs available through the U. S. government to increase cattle production and the efficient use of resources
- Introduced a purebred sheep livestock alternative by forming a cooperative of local farmers; wrote and received a small business development grant to purchase 50 purebred sheep and distributed to cooperative members

SKILLS

- Various databases including CapIQ, Frost & Sullivan, The Markets, ThomsonOne Banker, IDC, Business Source Complete, Factiva & Westlaw
- MS Word, Excel, Access, PowerPoint
- PM Wiki, Wikimedia, PB Wiki, WordPress, HTML
- Multimedia/Applications: Avid Express DV, FinalCut Pro, Windows Media Encoder, Photoshop, OmniOutliner/Graffle, iLife, Keynote, Prezi, iWork, Crystal reports
- Database: Filemaker Pro, Excel, Access
- Network: LAN/WLAN & DHCP/ PPPoE configuration (WDS, 802.11 standards), POP/IMAP/MS Exchange
- Web Design: Basic HTML, CSS, Confluence (wiki)Languages (Basic, Intermediate, Advanced, Fluent)

PROFESSIONAL AFFILIATIONS

- Texas Library Association, Chair of the Special Libraries Division 2006-Present
- Special Library Association 2008-Present
- Society for Competitive Intelligence Professionals 2008-Present

PROJECTS

- **Grant Writing:** Selected non-profit organization and researched current needs. Investigated suitable foundations and wrote grant proposal.
- **Database Management:** Developed database using SQL and tested with 500 entries.

PRESENTATIONS

Archives (2011), Presented on "Anima" to an undergraduate introductory course on Japan, November 13, 2009. The University of Wyoming.

Archives (2010). *Curating Contemporary Indian Art*. Invited presentation, Southwest Conference on Asian Studies (SWCAS), Oct. 16 – 17, 2010, Arizona State University.

Archives (2007). *The Catwoman Model of Female Love*. Invited presentation, Emerging Scholarship in Women's and Gender Studies - 13th Annual Student Gender Studies Conference, Tulane University.

PUBLICATIONS

Archives, S. (2011). Ghosts of Pre-Modernity: Anima and the Avant-garde. *Performance Paradigm Journal*, vol. 2. Published M.A. thesis.

Archives, S. (2009). Book Review. World Rediscovered. *Journal of Archives Studies*, 64(2).

Archives, S. and Iagulli, P. (2001). "The Kodo Taiko Drum Troupe in Laramie: 12 January 2001." *Theatre InSight v.21 n.1*: 85-6.

"Web-Scale Discovery: A Review of Summon, EBSCO Discovery Service, and WorldCat Local." *The Charlotte Advisor* 15.1 (2010): 5-10. <<http://dx.dou.org/10.5260/chari.15.1.5>>

"More on Web-Scale Discovery: A Review of Encore Synergy and Primo Central." *The Charlotte Advisor* 15.4 (2011): 11-15.. <<http://dx.dou.org/10.5260/chari.15.4.11>>

EDUCATION

The University of Texas at Austin

Master of Science, Information Studies, GPA 3.8

Specialization: Academic Librarianship, User Experience, Information Architecture

Austin, TX

December 2012

University of Southern California, School of Cinematic Arts

Bachelor of Arts, Critical Studies, Thematic Option, GPA 3.7

Los Angeles, CA

May 2005