



Emily Hamilton

Library Specialist I

☎ (941) 555-4827 ✉ emily.hamilton@example.com

🌐 linkedin.com/example/emilyhamilton 📍 Sarasota, FL 34236

STRENGTHS

- 👤 **Patron guidance**
Catalog questions became easier for visitors after clear, patient walkthroughs of computers, copiers, and electronic resources.
- ♥ **Accurate records**
Mock account and cash receipt exercises made discrepancies visible early, giving staff cleaner records for follow up.
- 🔧 **Materials care**
Training repairs and protective covers preserved sample materials, with vendor referral considered when damage exceeded scope.
- 🗣 **Service communication**
Telephone routing practice built concise handoffs, so each caller reached an appropriate workstation without confusion.
- 📌 **Organized displays**
A summer reading display connected signage and materials around one theme, creating a welcoming point of discovery.

SKILLS

Circulation support Patron services

Library cards Material check in

Shelving Shelf reading

Online catalogs Reference support

Reserve requests Patron records

Cash receipts Book repair

Periodicals Public computers

Telephone service

SUMMARY

Early career library services candidate with supervised experience supporting **circulation**, patron assistance, materials care, records, and **public technology**. Community library internship work included check in, checkout, **book drop** processing, library card workflows, shelf reading, catalog searches, reserve requests, inter library loan practice, periodical processing, protective covers, and basic page repair. Academic projects added practice with fines, receipts, daily cash logs, missing material follow up, account stops, reference resources, computer guidance, telephone routing, and display preparation. Courteous service, careful record handling, and clear communication support positive visits for patrons of varied needs. Comfortable learning branch procedures, assisting with Saturday coverage, and responding calmly during busy service periods. Prepared to contribute dependable support across circulation, information access, **material maintenance**, and public library programs.

EDUCATION

High School Diploma

Sarasota High School 🎓 GPA: 3.8 📅 2025 📍 Sarasota, FL

***Coursework:** Library services, English, information research, computer applications*

TECHNICAL SKILLS

- **Circulation Systems:** Check in, checkout, book drop
- **Patron Records:** Library cards, registration files, account stops
- **Reference Resources:** Encyclopedias, reference books, online catalog
- **Electronic Resources:** Internet service, public computers, copiers
- **Materials Processing:** Periodicals, new books, gift books
- **Materials Care:** Book repair, protective covers, vendor repairs
- **Collection Access:** Shelving, shelf reading, inventory removal
- **Interlibrary Services:** Inter library loans, reserve requests, arrivals
- **Cash Handling:** Overdue fines, receipts, daily cash receipts
- **Public Service:** Telephone calls, program enrollment, patron assistance
- **Communication Materials:** Displays, bulletin boards, posters
- **Identification Processing:** Spine labels, identification marks, system check in

EXPERIENCE

Library Services Intern, Community Library Internship

Community Library Internship 📅 May 2026 - August 2026 📍 Sarasota, FL

Supported supervised branch operations across circulation, patron service, materials processing, **public technology**, and display preparation. Practiced established procedures with staff guidance and helped visitors access library resources.

- Supported supervised check in, checkout, and **book drop** workflows during daily **circulation** service.
- Guided visitors through catalog searches, computer sign in, copier use, and electronic resources.
- Shelled books and **audiovisual materials**, then completed shelf reading to correct misplaced items.
- Practiced reserve and inter library loan workflows, preparing clear patron arrival notifications.
- Processed **periodicals**, applied protective covers, and completed basic page repairs with approved methods.
- Prepared a themed summer reading display and signage with guidance from library staff.

Library Operations Project Assistant, University Project

University Project 📅 January 2026 - April 2026 📍 Sarasota, FL

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Library Services Intern, Community Library Internship at Community Library Internship (3 Months)

● Library Operations Project Assistant, University Project at University Project (3 Months)

● Library Materials Care Assistant, Student Lab at Student Lab (3 Months)

Modeled public library circulation and records processes through supervised academic work. Organized realistic patron account, cash receipt, reserve, reference, and communication scenarios for classroom review.

- Modeled checkouts, returns, card registration, **reserves**, fines, **receipts**, and daily closeout procedures.
- Built sample patron records covering overdue items, **lost fees**, **account stops**, and resolution steps.
- Reconciled a mock cash receipt log and documented corrections for sample discrepancies.
- Mapped reserve and inter library loan requests from patron inquiry through arrival notification.
- Evaluated patron questions using an **online catalog**, **reference books**, and electronic resources.
- Presented organized workflow findings to classmates and faculty during a service procedures review.

Library Materials Care Assistant, Student Lab

Student Lab 📅 September 2025 - December 2025 📍 Sarasota, FL

Completed supervised materials care and access exercises involving shelving, inventory review, **identification marks**, repairs, displays, and telephone service. Applied careful documentation across training catalog activities.

- Completed supervised shelving, shelf reading, inventory review, and material identification exercises.
- Assessed damaged books and selected basic repair or vendor referral responses for samples.
- Applied protective covers and practiced page repairs, documenting treatment steps for review.
- Prepared **spine labels** and ownership marks for new and donated training materials.
- Designed a bulletin board and book display concept around a community reading theme.
- Practiced telephone routing scenarios using concise questions and clear workstation handoffs.

PROJECTS

Public Library Circulation Operations Project 📅 2026

Small steps create reliable service. Modeled circulation workflows, patron records, receipts, reserves, missing material follow up, reference support, and daily closeout procedures for a classroom presentation.

Library Materials Care and Access Lab 📅 2025

Useful work starts with care. Practiced shelving, shelf reading, inventory review, book repair, protective covers, spine labels, ownership marks, displays, and telephone routing in a supervised training setting.

LEADERSHIP & AWARDS

- Community Service Recognition, Sarasota High School, 2025
- Academic Achievement Award, Sarasota High School, 2025

CERTIFICATIONS

- Customer Service Fundamentals 📅 2026
- High School Diploma 📅 2025

PROFESSIONAL AFFILIATIONS

- Peer Volunteer, Community Reading Initiative, 2025 - 2026
- Student Volunteer, Campus Book Drive Committee, 2025

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST