

Wanda Jobs
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Objective: A clerk position in a high quality library, where my customer service and organization skills will be utilized and appreciated.

Education: University of Washington, Seattle, WA, 1998 to present
Library Science
Evergreen State College, Olympia, WA 1997
General Studies
Highline Community College, Des Moines, WA 1995 to 1996
1990 Associate of Applied Science degree, Library Technician

Highlights of Qualifications:

- **Organization Skills:** Demonstrated experience shelving books, straightening shelves, and keeping the collection in order.
- **Clerical Skills:** Strong skills for data entry, assigning bar-codes, bar-coding books, preparing mailings, and stamping/labeling new material.

Experience:

1993 to 1998--**Library Page**, Auburn City Library, Auburn, WA

- Shelved books
- Maintained library upkeep

1991 to 1992--**Library Page**, Des Moines Public Library, Des Moines, WA

- Shelved books
- Kept collection in order

1990--**Library Aid**, Army Corp of Engineers, Seattle, WA

- Entered data on PC computer
- Bar-coded books
- Prepared mailings

1989 to 1990--**Library Page**, Skyway Library, Skyway, WA

- Shelved books
- Bar-coded books
- Stamped and labeled new material

1988--**Library Clerk**, National Air and Space Museum, Washington, D.C.

- Assigned bar-codes to collected information
- Bar-coded books