

Below is an example of a [job announcement](#). Your resume should address the qualifications and requirements for the position in the Skills/Qualifications section.

Job title: Archive Assistant

Job Type: Full Time

Location: Penrose Library – Whitman College

The Archives Assistant performs archival duties that require working knowledge of archival management principles to assist archives patrons and to organize, describe and promote access to historical materials. He or she will serve as a support person to the Archivist and Special Collections Librarians and assists with all aspects of reference, arrangement and description, and preservation of materials in all formats.

Job tasks include, but are not limited to:

- Supervise the reading room, providing assistance to archives patrons and ensuring security of materials
- Assisting with arrangement and description of manuscript, archival and digital collections
- Paging, re-shelving and performing copying and scanning of archival materials
- Overseeing daily operations when the Archivist and Special Collections Librarian is absent

Qualifications:

Required:

- Bachelor's degree in History or related field
- Strong oral and written communication skills
- Specific computer skills including standard office applications and specialized software

Desired:

- Ability to work creatively, collaboratively and with a sense of humor in a changing environment
- Effective time management and detail-oriented skills
- Ability to work under various physical conditions

Please send a resume and appropriate documents that serve as proof of successfully completing required education/experience. We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement.

Joshua Adam Johnson
~~5300 Pacific Avenue SE~~
Olympia, WA 98506

Because employers rarely send anything by regular “snail” mail, street addresses are optional (city/state is OK). I would advise that it be left off any resume posted online (except for Saints4Hire, because it is a closed system).

(360) 234-6789

Joshua.johnson@stmartin.edu

Do not label these as “Phone:” or “e-mail” – it’s obvious what they are.
Also, make sure your email address is professional and includes only your name.

Profile: this section should make it clear what position you are applying for and should include the keywords from the job ad. For example:

Bachelor of Arts in History graduate from Saint Martin’s University with experience and coursework in the history and archival management fields. Successful in organizing and communicating with a variety of people in constantly changing work environments.

Skills and Qualifications This is the MOST important section of a resume. Employers will usually take about 5 seconds to scan to see if the skills listed are what they are looking for in the job ad.

- Bachelor of Arts in History from Saint Martin’s University
- Over two years’ experiencing working in a library
- 27 credits in history coursework including *World History since 1500*, *U.S. History*, and *Pacific Northwest History*
- Excellent organizational and time-management skills developed through working with historical documents

The bulleted statements address the skills gained over a period of time in different workplaces that match the skills they are looking for.

Education Bachelor of Arts in History, Saint Martin’s University, Lacey, WA
Graduation date May 2016
Dean’s list, fall of 2015 (3.87 GPA)

Always list the most recent first. You may add other college experience to the second page – only include it here if it is relevant to the job.

Omit high school!

Experience This section may contain both PAID and UNPAID experience. On a job application form, it will probably be separate. Your resume, however, is a summary of what experience you will bring to a specific job, no matter where or how you got it.

J. Johnson
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- 2015-2016 **Washington State Archives – Internship**
- Observed and assisted in the archival and records management process
 - Helped update database and digitalize public records
- 2012-2014 **Thurston County Library – Library Assistant**
- Assisted patrons and helped locate reading materials and resources
 - Re-shelved and organized books and other written material
 - Assisted in daily operations of the library
- 2012-2016 **Office of Campus Life – Work Study**
- Managed front desk and helped schedule and track events

Your resume can go more than one page – put your name and page 2 on the second page and make sure your first page has the most relevant information on it.

Bullets under jobs/experience should be limited to no more than three. It is not necessary to list every job you ever had – this student probably worked some fast food or in-home jobs too where he developed his interpersonal and communication skills.

Leadership Dean's list, fall of 2015 (3.87)
Saint Martin's basketball team member, 2012-2016
Society of Fellows member, 2013-2016
President of Circle K, 2014-2015

Interests These are optional, and should ONLY be included if related in any way to the type of work you will be doing.

References

Available upon request.

References go on a separate page with your name and contact information (like your resume heading). Make sure you indicate how you know each reference and provide contact information for them. Let your references know when you have provided their name to a potential employer.

Cover Letter Format

Your Address
City, State, Zip
Phone
E-Mail

This information may be at the top or after our name at the end.

Date

Name of Contact Person
Title
Organization
Street Address
City, State, Zip

Dear (Contact Person's Name):

Opening Paragraph: The reason you are writing.

State why you are writing and name the position or type of position for which you are applying. Mention how you learned of the position and the name of any referring person. Briefly describe why you are interested in this particular position.

Body of the Letter: Show enthusiasm for what you like to do.

Briefly describe the skills and/or experiences you have that fit the requirements of the position. If you have related experiences, mention your qualifications and achievements. This is your chance to give the reader more insight into who you are as a person. Do not repeat your resume. This is the time to mention **personal qualities or special experiences and motivators**.

Closing Paragraph: Directly, but politely, indicate your desire to further discuss your qualifications in an interview. Make it easy for the reader to contact you by providing your phone number, email and the best time to reach you. Thank the contact person for his or her time and consideration.

Sincerely,
(Leave four spaces between *sincerely* and *your typed name*)

Your signature

Your typed name
(Two spaces)

Sample Cover Letter

5555 Pacific Ave SE
Lacey, WA 98503
360-555-3235
Joshua.johnson@stmartin.edu

June 27, 2016

Steve Miller, Human Resources
Whitman College – Penrose Library
345 Boyer Ave.
Walla Walla, WA 99362

Dear Mr. Miller,

One of my former supervisors, Ms. Williams, at the Thurston County Library referred me to your current job opening. I am very interested in furthering my career in the history and archival management field, and this position would be a great place to start.

I am a recent graduate of the Saint Martin's University Bachelor of Arts in History program. During my time at Saint Martin's, I was involved in several extracurricular activities, clubs, and volunteer programs. My time at the Saint Martin's University involved an internship at the Washington State Archives and courses such as World History since 1500, U.S. History, and Pacific Northwest History. My studies and other experiences have given me the opportunity to foster my organizational, teamwork, communication and interpersonal skills.

I would appreciate the opportunity to meet with you and visit Penrose Library in person to discuss the needs and qualifications you are seeking for this position. Thank you for taking the time to look over my resume. I look forward to hearing from you in the near future.

Sincerely,

Joshua Johnson

Enc. Resume