



Performance/Ensemble Librarian Résumé Basics

*Most importantly – a performance librarian résumé should be that –
a reflection of relevant skills and experiences that relate to librarianship*

FORMAT:

- **Length** – Limiting résumés to one page is preferred and the norm in this field
- **Color** – Using color is fine as long as readability isn't lost if printed in black and white (assume that it will be)
- **Graphics** – in general, these are often distracting, detract from content, and take up too much space
- **Layout** – ensure that the font is legible and there is spacing throughout the document, otherwise information can be too dense for the reader
- **Name & Contact**
 - name and contact details should be prominent but not disproportionately so
 - contact details should include email and phone; address is still common but becoming less important
- **Listings** – job experiences should include organization name, dates/duration, title of position
- **Grammar & Punctuation**
 - previous positions should be written in past tense while current positions in present tense, and consistent within each listing
 - ensure consistent punctuation, capitalizations, spaces, tabs
 - periods should not be used to end bullet points in outline form

CONTENT:

- **Unrelated Jobs/Experiences** – it's natural to list non-performance librarian positions early on in one's career, though necessary to explain or list the duties that cross over, such as project or time management, supervisory duties, customer service, as it relates to librarianship
- **Day-to-Day Duties**
 - not all 'day-to-day' duties are the same among libraries, so it's important to include specifics like licensing or budgeting
 - even with specifics, details should be concise and not overly verbose
- **Internship/Apprenticeship** – duties and responsibilities differ greatly between experiences, so it's necessary to explain these to some degree
- **Instrumental Experience** – this should be kept to a minimum and librarian-focused, as mentioned; it's reasonable to list degrees and instrument, but listing of instrumental playing experience, private teachers, and part assignments with repertoire should be avoided
- **Objective/Mission Statement** – this information is often included in the cover letter, so be cautious this isn't redundant
- **References** – references should be limited to three, with a clear connection to your professional work history, though always defer to the job posting for specifics
- **PROOFREAD** – in a profession prized on attention to detail, the importance of proofreading to eliminate misspellings or common mistakes cannot be overstated – ask a friend for help!