

**Marc Peters**  
4713 Blue Jay Way  
Antioch, CA 94000  
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**Objective:** Library Clerk

**Employment:** Contra Costa County Library Danville, CA  
**Library Page** January 2008 to  
Present

- Use integrated library software to check in and out books, handle fines, process holds and interlibrary loans, register new patrons, and update patron records.
- Deal diplomatically with the public.
- Answer phones.
- Perform other clerical duties.
- Shelve books.

Contra Costa County Library Pleasant Hill, CA  
**Intern** February 2009 to  
May 2009

- Paged materials for patrons.
- Searched for, then processed obituary records.
- Processed new periodicals.
- Weeded backfiles.

**Education:** Diablo Valley College Pleasant Hill, CA  
**Library and Information Technology Certificate,** 2010

Diablo Valley College  
**Liberal Arts AA Degree** 2010

**Skills and abilities:**

- Extremely comfortable with computers and the Internet.
- Detail oriented.
- Ability to learn quickly, as demonstrated by a 3.8 GPA.
- Works well with others.

**References:** Available upon request