|  |
| --- |
| Emily Johnson |
| SummaryEnthusiastic and detail-oriented recent graduate with a passion for literature and helping others. Eager to leverage customer service skills and organizational abilities in a library environment.Work Experience**Library Intern Jan 2023 – Present**Springfield Public Library Springfield, IL* Assisted with cataloging over 500 new books and media items.
* Provided customer service and research assistance to over 100 patrons weekly.

**Sales Associate Jun 2021 – Dec 2022**Bookstore XYZ Springfield, IL* Developed strong customer relations, leading to a 20% increase in repeat customers.
* Organized book displays and managed inventory effectively.

EducationBachelor of Arts: English Jan 2022*University of Illinois**Urbana-Champaign, IL* | Contact(123) 456-7890emily.johnson@example.comSpringfield, IL 62701SkillsCustomer ServiceOrganizational SkillsAttention to DetailBasic Computer SkillsCatalogingResearch AssistanceTeam CollaborationCommunicationProblem Solving |