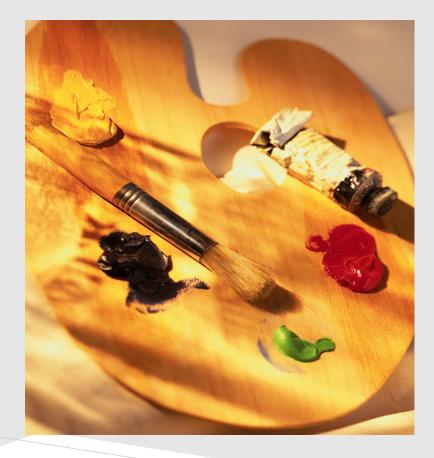
Successful Strategies for Seeking an Academic Library Position

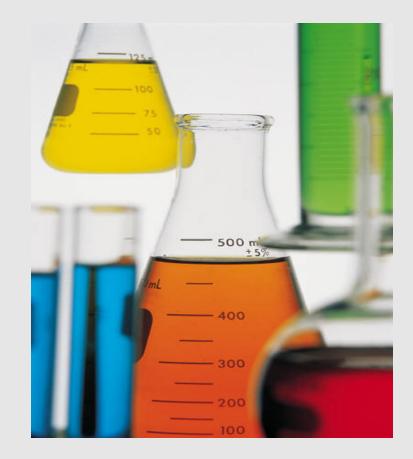
James Branch Cabell Library

A. Kathy Bradshaw Assistant University Librarian for Organizational Development



Art vs. Science





Factors in Hiring Decisions

- Application package
- Interviews
- Connections & Network



Search Committees



Application Package

- Resume/CV
- Cover Letter
- References
- Specialized materials

5

Resume Preparation

- Plan on 30-40 hours of preparation work
- A good resume/CV can not be completed in one sitting
- Customize. Customize. Customize.

Basic Resume Info

- Your contact information
- Educational credentials
- Employment history
- Professional memberships
- Your skills & accomplishments

Cover Letters





Good Cover Letters...

- Address the requirements of the position
- Address why YOU are the best candidate for the position
- Are tailored for a specific position

References

- If you don't have any, get some
- You must contact them before listing
- Should be professional references
- Current contact information

Proofread, Proofread, Proorfead, Proofread



Interviews

- Initial Screening Interviews
- Campus interviews
- Technology





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