



Resume Recipes:
the great MLIS
bake-off

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Access to all the stuff!

Folder: http://bit.ly/OLA2019_BAKEOFF

Slides: http://bit.ly/MLISBake_OLA2019

what i'm going to talk about

- Resumes + Cover Letters for Librarians
- Top 10 Mistakes
- Reading for Tone + Culture
- Cover Letter Hacks
- Recommended Reading/Resources



But first...

why are you here?

menti.com

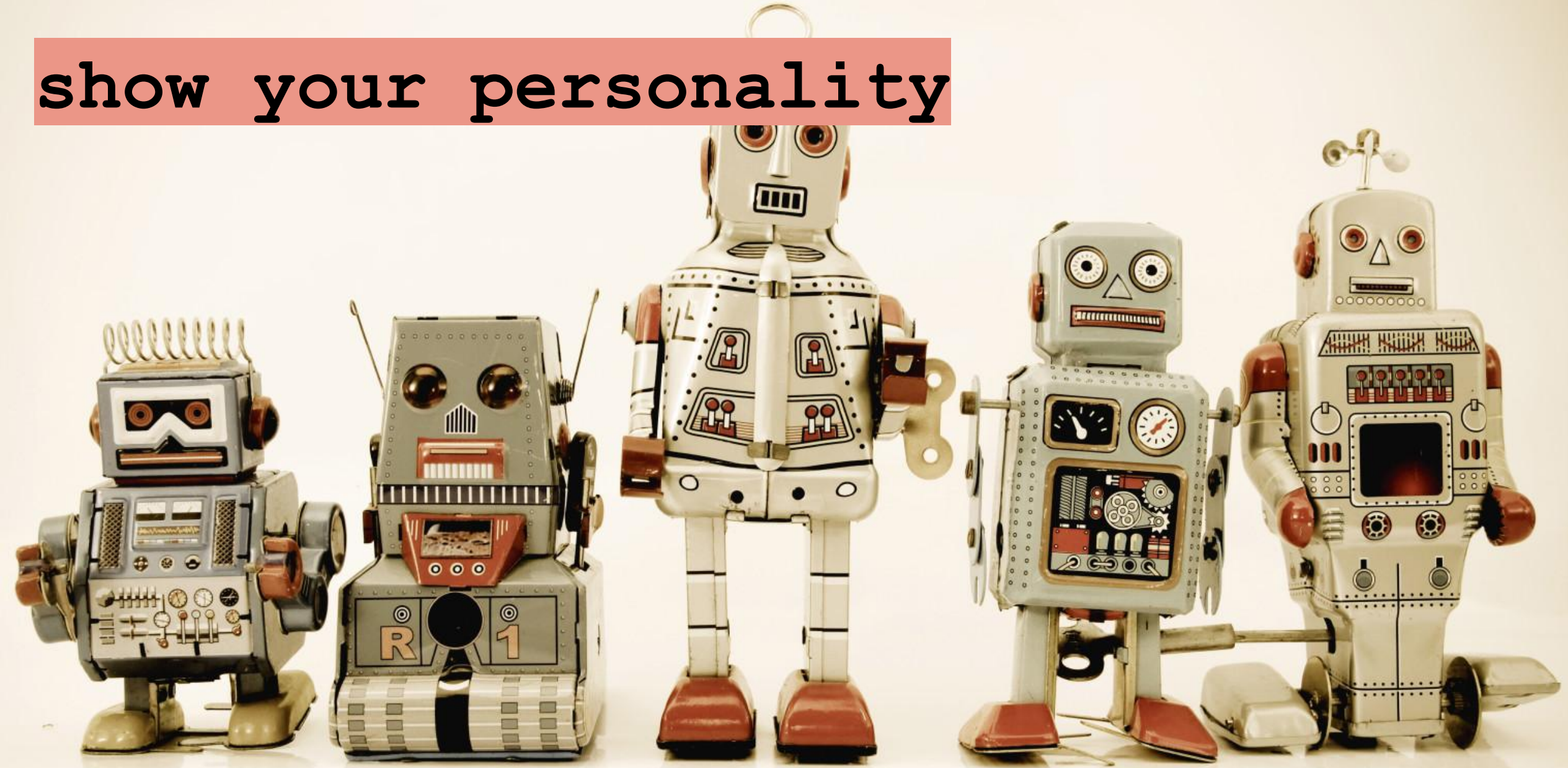


one size does not fit all

- Be honest to yourself
- There is no one way



show your personality



top resume/cover letter mistakes

making it just about
you.

#1

but it's about me, isn't it?

Understand

- The job
- The organization
- Your own skills + applicability to both of these



TMI about

every.single.job/

TL.DR (too long/didn't
read)

#2

so how long should it be?

- Good question!
- ... and it depends :)



graphically unnotable

#3

don't (just) use a template

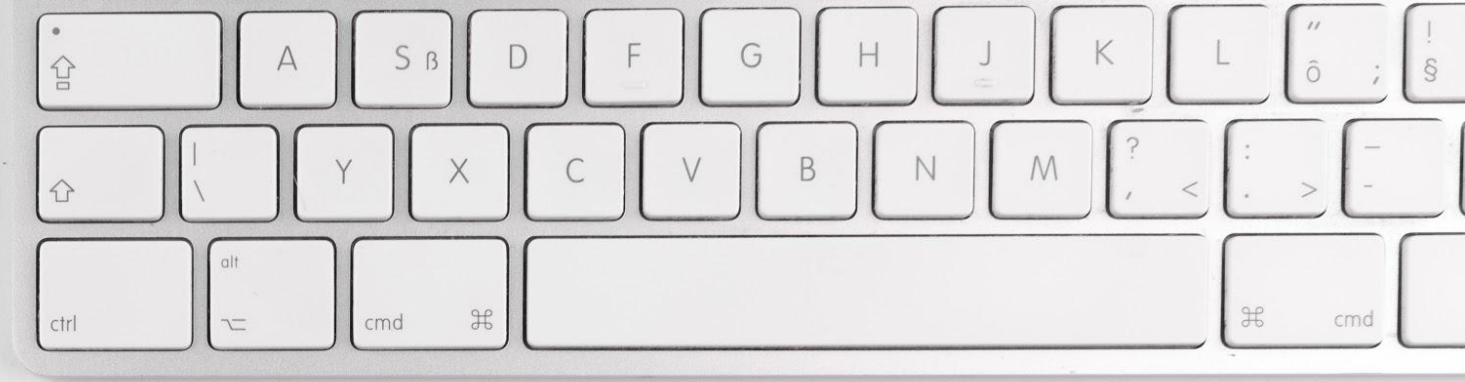
Demonstrate:

- technical skills
- you know more than Word
- some personality



not doing your research.

#4



do your research

- What are the requirements and qualifications?
- What defines that organization/institution?

repeating your resume
in your cover letter.

#5



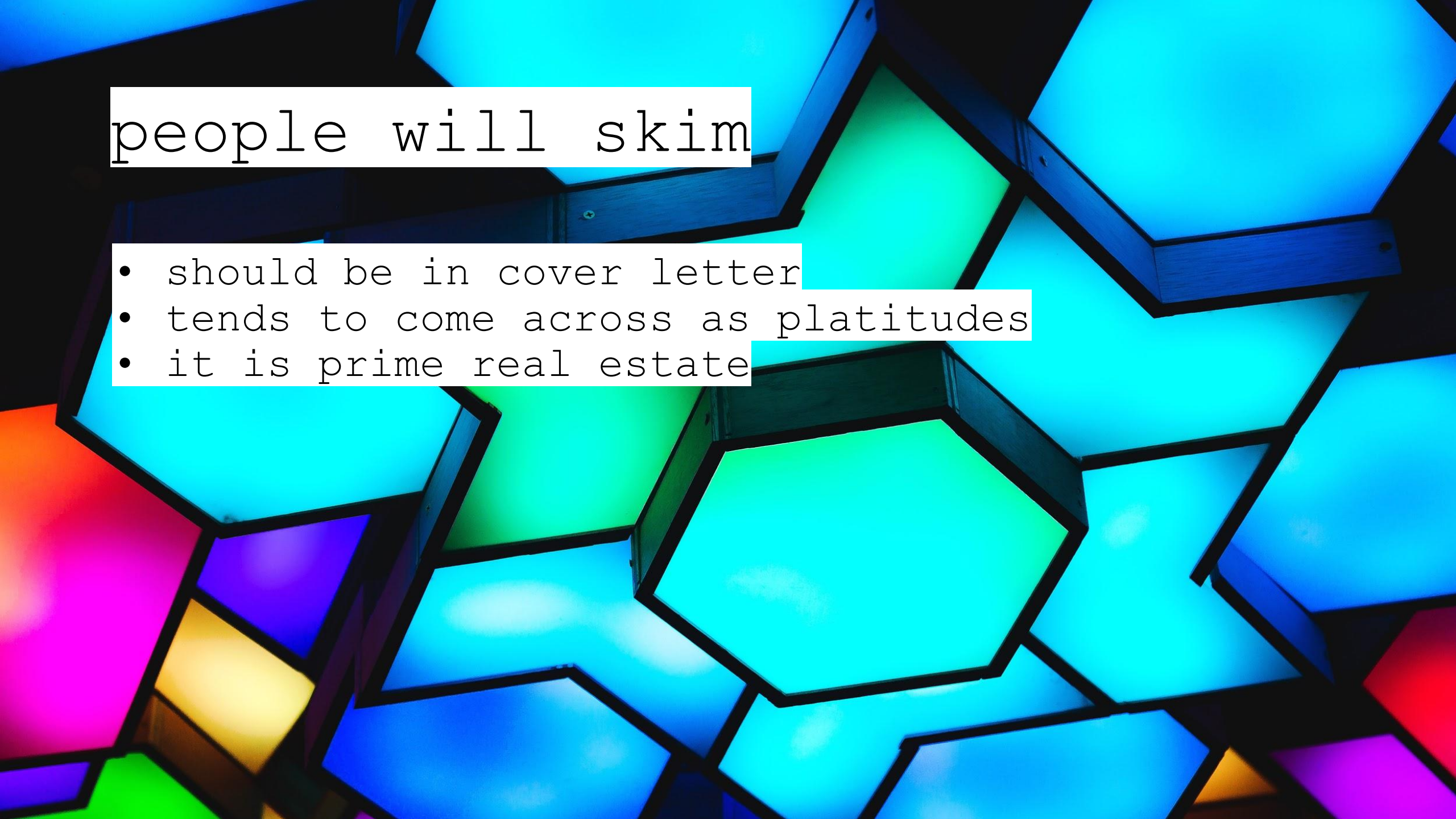
don't repeat yourself

Opportunity:

- Use your cover letter to show your research + apply your skills
- Why should it be you?
- Who are you in relationship to this position?

wasting space with an
objective/profile
statement.

#6

The background features a complex, abstract pattern of overlapping, irregular geometric shapes in various colors including blue, cyan, green, orange, purple, and red. These shapes are set against a dark background and are overlaid with a grid of thin, dark lines, creating a layered, architectural effect.

people will skim

- should be in cover letter
- tends to come across as platitudes
- it is prime real estate

not following
instructions.

#7

asked for a PDF?
don't send a word file

- file naming, file type
- 1 file?
- email subject line
- read carefully and double check



too generic.

#8

take the time to customize
each application



this
must be
the place

tTypos (not paying
attention to the
details)

#9

have a friend read it for you

- print it out and read it
- grammarly app (though it doesn't work with Google Drive)

highlighting duties
instead of
accomplishments.

#10

not just what you did, but how
well



- Did you answer customer questions or did you receive a top 10% rating in customer surveys?
- Co-op: plan events, engagement online

**interpreting digital identity for job
seeking**

How do you get to know an
organization you have never
been to?



What should you look at?

- Explore their website
- Explore their social media
- Look for programming, services, events
- Identify key staff



Activity #1: Getting to know an organization

Things to look at and look for:

- What are their services? Programming?
- What type of language do they use?
- What does their social media look like?
- Do they have a specific focus/area of expertise?
- What is the background of the people that work there?
- Do they have an aesthetic?
- Large Public vs. small college vs. provincial organization
- Have they been in the news? (try google news or Canadian Newsstand (a library database))

Select an organization of your choice (or one from the list below) and get to know them.

- University of Guelph
- University of British Columbia Okanagan
- Whitby Public Library
- Brantford Public Library
- Dentons Canada LLP

10(ish) minutes

How can we use this information?

- In your cover letter:
 - recognize the needs of the organization + respond to it
- Demonstrate that you know about them
- Where do you fit + how can you help?
- Understanding of the language, culture, and aesthetic of the organization

Best practices:

cover letters

Kevin SMITH web designer & web developer
k.smith@gmail.com • (123) 456-7890

20th May, 2018

Mr. Brown

Position in Company

Company Name

123 Street Name,

Town/City,

State/County,

Post/Zip Code

Your Name

Your Profession

123 Street Name,

Town/City,

State/County,

Post/Zip Code

Phone

Job Ref: Advertised Position within Company

Dear Mr. Brown,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur ac tempus dolor. Praesent varius libero eget lectus ultrices eu pretium ligula facilisis. Donec consectetur nisi a neque condimentum faucibus. Sed dui lorem, posuere rhoncus consectetur vitae, pulvinar quis arcu. In est eros, pharetra vulputate faucibus sit amet, euismod semper tortor. Duis non libero mi. Mauris aliquam, justo et hendrerit ullamcorper, neque justo suscipit justo, blandit varius quam augue ut mi. Nam turpis tortor, euismod at gravida accumsan, sagittis ac nulla.

Nulla libero libero, ullamcorper sit amet tristique in, mattis sit amet nibh. Donec purus nisi, elementum blandit sodales ut, porta quis purus. In hac habitasse platea dictumst. Nam sed pretium nulla. Nullam eu lectus in erat ultrices porttitor id non ligula. Curabitur sed sapien nec sapien consequat rutrum sit amet vel ante. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Nullam pulvinar pulvinar mattis. Fusce vitae massa quis elit ullamcorper laoreet sit amet sit amet dui. Curabitur quis pellentesque sem. Sed arcu augue, condimentum ut lobortis quis, sollicitudin nec nisi. Mauris in lorem lectus, id egestas odio. Sed eget sollicitudin sapien. Cras lacinia velit ac dolor condimentum in laoreet massa mollis.

Maecenas dignissim, velit vel luctus consectetur, nulla orci tincidunt purus,

tip: your cover letter should demonstrate that you understand the needs of the organization.

aim for no more than 2 pages.

format



How will you carry your design aesthetic through both your cover letter and resume/cv?

reverse chronological



don't forget non-library work





**stand out
(but do it with thought)**

design for skimming



always provide your references



Activity #2: Hack Your Cover Letter

10 (ish)
minutes

- Take a job posting:
 - Academic
 - User-Experience, Outreach and Assessment
 - Business Liaison Librarian
 - Public
 - Children's Services Librarian
 - Welcoming Initiatives Librarian
 - Other
 - Information Librarian
 - Law Librarian
- Review the job posting and try and answer the questions individually
- Find some other people with the same posting and discuss your answers and support each other in developing those more

Activity #2: Discussion

- What happened?
- What did you find were challenging about the postings?
- Take aways

Curating your online
identity

what does Google know about you?
(probably a lot)



who are you?

and who do you want to be?



taking it online:

LinkedIn, Personal Website, Social Media

Meg Ecclestone

Keepin' it real in Library Land

<http://meghanecclestone.com/>

HOME BLOG PRESENTATIONS RESUME TEACHING STATEMENT



About Me



Hi, I'm Meg! Welcome.


I use this space to explore library stuff. I'm especially interested in learning about information literacy and its place among academic literacies, learning commons stuff, and educational technologies. I'm also known for a few political screeds now and then.

I'm a Learning Commons Librarian Vancouver Island University, a small education-focused school in Nanaimo,

British Columbia. VIU, and my house are located on the traditional territories of the Snuneymuxw First Nation, the Tla'amin First Nation, the Snaw-naw-as First Nation and the Cowichan Tribes, and I thank them for allowing me to work, live, and have fun on their traditional lands.

FOLLOW ME ON TWITTER!

Tweets by @mjecclestone

 **Meg Ecclestone**
@mjecclestone
Listening to a panel of men discussing #metoo on @CBCSunday and it's lacking in nuance and introspection, but what would you expect from such a panel?
10h

 **Meg Ecclestone**
@mjecclestone
nowtoronto.com/news/gender-pr...
 **Gender "pronou...**
We've heard a gr...
nowtoronto.com
22h

M.J. D'ELIA

Librarian. Teacher. Entrepreneur. Nice Guy.

[ABOUT](#) [WORK](#) [FUN](#) [CV](#)



STARTUPS + LIBRARIES



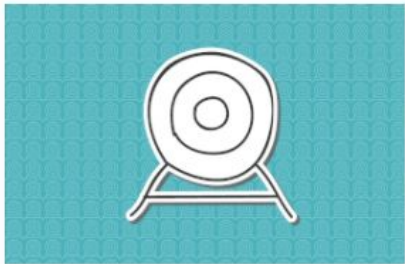
CREATIVITY + PLAY



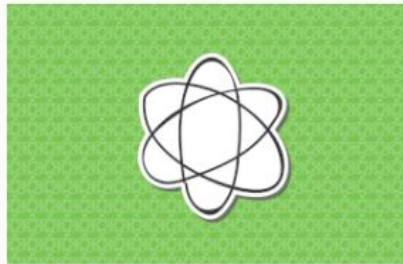
MINDSETS + HABITS



ARL LEADERSHIP FELLOW



BIZ MODEL TOOLS



ENTREPRENEURSHIP COURSE



STARTUP WEEKEND



INNOVATION BOOT CAMP



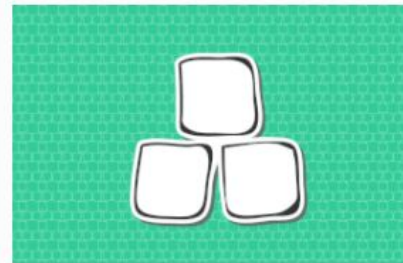
LC: DIGITAL STRATEGIES



INFO MAN



BEYOND GOOGLE



LEGO SERIOUS PLAY

D.I.Y. Skincare Workshops



Hi I'm Jennifer Peters, an eLearning and Digital Literacies Librarian at Seneca. I co-coordinate the Seneca Sandbox (a digital media/maker lab), and I'm seconded to Teaching and Learning where I work on things like SOTL, OER and Ed Tech. Provincially I am project manager for The Learning Portal, and a co-founder of the eLearning in Libraries Collective.

In a day I might shoot and edit instructional videos, build online tutorials, assist faculty with Blackboard, consult with faculty on digital media projects, plan PD events, and teach students and faculty how to create videos, digital stories or websites.

FEATURED

Welcome!

Welcome to my ePortfolio. You can learn a little about the work I do and/or contact me for more information.

Check out this graphic for the answer to What do I do?

Contact me:
jennifer.peters@senecacollege.ca



Caleb Domsy

Business & eLearning Librarian

About Me

I have a passion for librarianship and teaching and I take great joy in facilitating learning by applying my skills as a teacher and a librarian. Currently I am the Business and eLearning Librarian at Humber College.



I completed my Master of Information degree with a concentration in Library and Information Science at the University of Toronto's iSchool. Additionally, I hold a Bachelor of Science in Biology from the University of Guelph and a Bachelor of Education from the University of Western Ontario.

Welcome to my portfolio of Library and Information projects. Through my projects you will achieve a better understanding of my interests and abilities. I welcome you to connect with me on [LinkedIn](#).

MELANIE PARLETTE-STEWART

I'm Melanie Parlette-Stewart, Digital Media Librarian at the University of Guelph. Here you'll find my CV, publications + presentations and project examples.

I blog professionally at "*becoming blended*" ([here](#)) and personally at "*what the librarian wore*" ([here](#)).

You can also find me on [Facebook](#), [Twitter](#), [LinkedIn](#), [Slideshare](#), [YouTube](#) and [Pinterest](#).



General Tips



random things to keep in mind

- professional personal email address
- customize your LinkedIn profile link to make it easy to share
- If open to it, provide some external links to look at some of your work

tone / language

- Will depend on the organization and job posting
- Explore the voice of the organization
- Be persuasive
- How will you add value?
- Where will you fit?
- Read it. Have others read it.



consistency



the devil **is** in the details



always be closing..
i mean revising



a flexible base



get feedback

LIS Contacts for New Grads and
Other Job Seekers:

<http://bit.ly/2ufvnh0>



more ways to get to know the
profession

Sample LinkedIn groups . . .

- eLearning Industry
- EDUCAUSE
- SILIP
- American Library Association
- Internet Librarian
- Library and Information Research Methods
- Information Science and LIS
- e-Learning Advocates
- Library and Information Technicians
- Job Skills for Future Library Careers
- Alumni Associations



Some hashtags to follow (+ participate in!):

- **#libchat** - general librarianship
- **#critlib** - critical pedagogy
- **#tlchat** - teacher librarians
- **#edchat** - educators of all types
- **#inaljchat** - job hunting
- **#LoveMyLibrary**



ALAT Think Tank
Public Group

Joined Share Notifications

Discussion Members Events Photos Files Search this group

Write Post Add Photo/Video Create poll Add File
Write something...

RECENT ACTIVITY

Nina McHale 3 hrs
Inspiration from a chiropractic office's billboard this morning: WHAT'S HOLDING YOU BACK FROM ACHIEVING YOUR BIGGEST GOAL? (All caps to simulate marquee letters.) Well, ALATT? Responses can be about professional or personal goals.
Like Comment Share

3 people like this.

View 24 more comments
Cecilia M. Preston Knowledge
Like · Reply · 5 mins
Daniel Glauber Video Games
Like · Reply · 3 · 5 mins
1 Reply
Jeff Gallant Agency. (Basically "money," but at a fundamental level.)
Like · Reply · Just now · Edited
Write a comment...

ADD MEMBERS
+ Enter name or email address...

MEMBERS 16,538 members (567 new)
[Profile pictures]

Invite by Email

DESCRIPTION
librarians! social media's space for them! we...
See More

CREATE NEW GROUPS
Groups make it easier than ever to share with friends, family and teammates. **Create group**

RECENT GROUP PHOTOS See all
[Photos of books and educational materials]

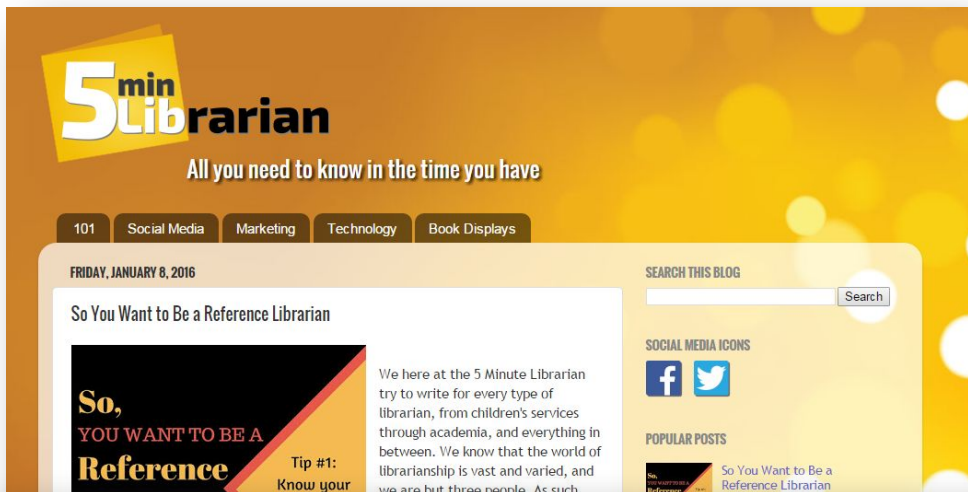
CREATE NEW GROUPS
Chat (Off)

Groups

- [ALAT Think Tank](#)
- [Programming Librarian Interest Group](#)
- [Library Employee Support Network](#)
- [Storytime Underground](#)
- [Teen Librarians](#)
- [Library Management Group](#)

Pages

- [Ontario Library Association](#)
- [Ontario Association of Library Technicians](#)
- [Goodwill Librarian](#)
- Your Local Libraries



Designer Librarian

A blog about instructional design and technology in libraries.

BIO PRESENTATIONS PUBLICATIONS IDT JOBS IN LIBRARIES

Analyzing the Knowledge Practices of the ACRL Framework (Part II)

JANUARY 26, 2016

LEAVE A COMMENT

For this post, I delved into the "Information Creation as a Process" frame. Again, I found that most of the knowledge practices were written more like cognitive processes.

In fact, others have made that **same observation**, which is what led me to examine the ACRL Framework knowledge practices more closely. It also led me to research by Karl Maton, who is developing a framework for analyzing knowledge practices called legitimation code theory. I am currently reading his book, [Knowledge and Knowers, Towards a Realist Sociology of Education](#) (I plan to use his work as a basis for my dissertation research).

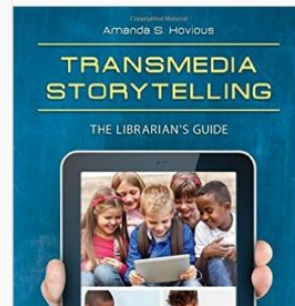
Anyway, here is Part II, analysis of the "Information Creation as a Process" frame. Notice that I use the terms activity and community of practice throughout. This was intentional (I'll go into further discussion of why when I have completed the analysis of all the frames).

Information Creation as a Process

Follow Me



Now Available!



Blogs to Check Out:

- [5 Min Librarian](#)
- [Library Hat](#)
- [In the Library with the Lead Pipe](#)
- [The Travelin' Librarian](#)
- [The Unquiet Librarian](#)
- [Meghan Ecclestone](#)
- [Awful Library Books](#)
- [Unshelved](#)
- [Librarian Problems](#)
- [Information Wants to Be Free](#)
- [Librarian.net](#)
- [Tame the Web](#)
- [Free Range Librarian](#)
- [Designer Librarian](#)
- [what the librarian wore \(shameless plug!\)](#)

Last but not least...



Take care of yourself:

- Applying for jobs is **HARD, EXHAUSTING, TIME CONSUMING, FRUSTERATING, EXCITING, NERVE WRACKING AND MORE...**

**questions or any resources to
add?**

get in touch

Sajni Lacey

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Melanie Parlette-Stewart

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today's presentation:

http://bit.ly/MLISBake_OLA2019