

# Preparing for Your Librarian Job Search

Kae Bara Kratcha at MentorNJ 2022  
they/them/theirs  
@kaeklib

# Land acknowledgement

US Department of Arts & Culture Guide to native land acknowledgements:

[www.usdac.us/nativeland](http://www.usdac.us/nativeland)



The background is a solid pink color. In the top right corner, there is a decorative graphic consisting of several overlapping triangles in various shades of pink and magenta, creating a geometric pattern.


Job searching is  
hard.

# After today's workshop you will

- Know the steps to prepare for a successful job search
- Understand accomplishment statements and how to use them in your job search
- Be able to write accomplishments statements for your resume



# Before you apply to any jobs

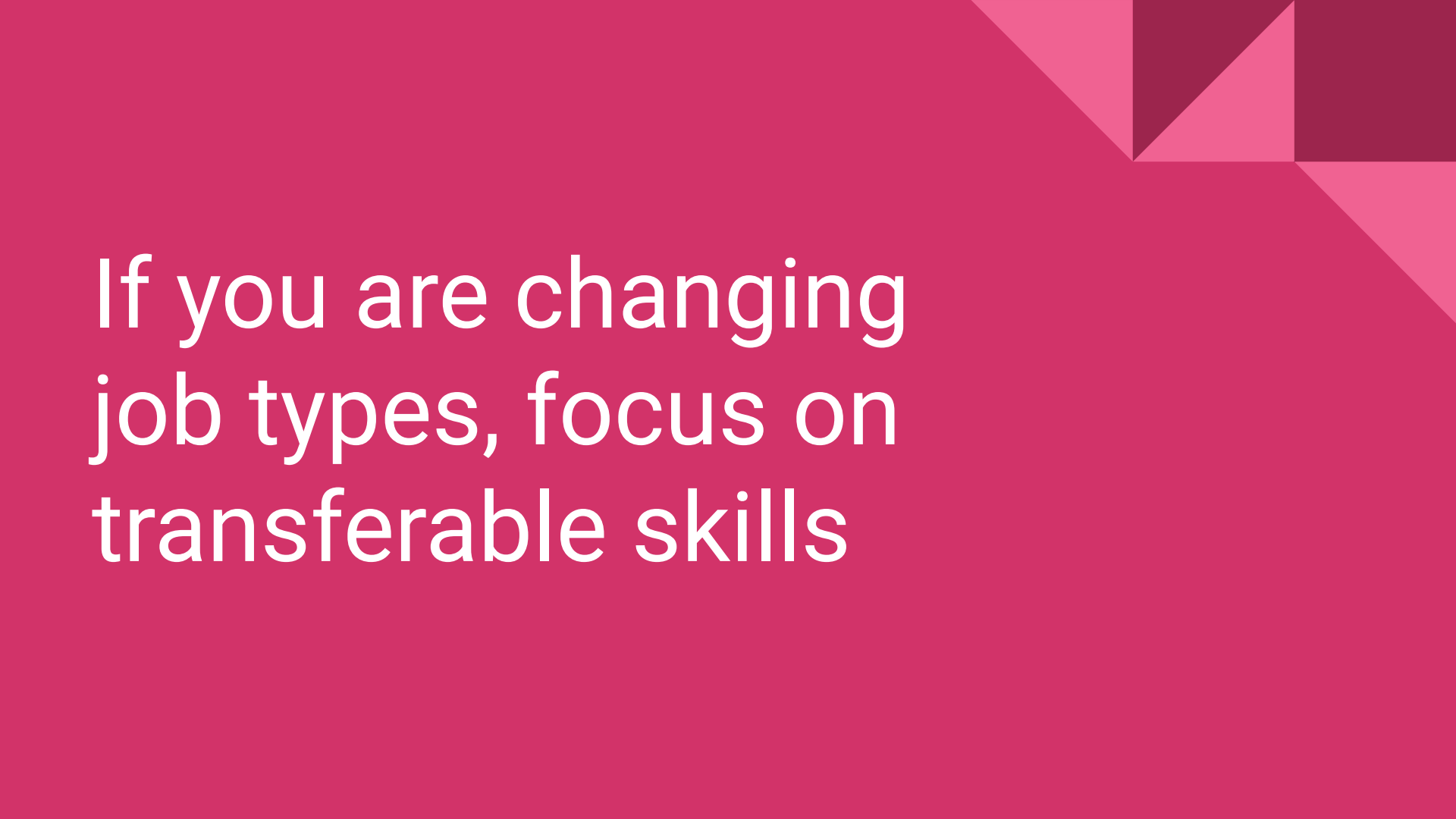
1. Decide what kinds of jobs you want to apply for
  2. Gather your work history information
  3. Identify your key skills and accomplishments
  4. Create one resume or CV for each type of job you will apply for
  5. Set up a tracking system
- 



Step 1: Decide what kind of jobs  
you want to apply for

# Types of library jobs

- Cataloging/Metadata
- Teaching/Instruction
- Research Support
- Youth/Children/Teen
- Adult/General
- Management/Director
- Coordinator/Project Manager
- Preservation & Conservation
- Special Collections
- Digital Libraries
- Access
- Systems
- Technology
- Research Data
- Digital Humanities/Digital Scholarship
- Subject Liaison
- Publishing
- Collection Management
- Archives

The background is a solid pink color. In the top right corner, there are several overlapping geometric shapes: a dark pink square, a medium pink square, and a light pink square, all partially cut off by the edge of the frame.

If you are changing  
job types, focus on  
transferable skills




# Find job posts with job descriptions

- Enough to get a sense of trends
- Can be from anywhere as long as the description fits
- Download or copy and paste and save for later



# Research salary range

- Publicly funded jobs are more transparent about salary
  - Privately funded jobs may require more approximation
  - Salaries will vary based on location
  - Ask librarians with similar titles to what you're looking for directly if you can
  - New! Starting in May, NYC employers must post salary ranges in job ads
- 

# Decide target locations

- How far are you willing to commute?
- Are you willing to relocate for a job? If yes, where?



# Why is this the first step?

- Prevents wasting time later in job search
- Helps determine if what you're expecting is realistic
- Informs long-term career planning





Step 2: Gather your work history

# Work history

- Create one master document of all work history
- Gather current contact info for supervisors if you can
- Consider creating or updating LinkedIn profile with this info





# 3. Identify Key Skills & Accomplishments

# Skills

- What can you do at work?
- Come from education, training, work experience
- Use job descriptions to identify most important skills for each type of job





# Accomplishments

- Things you have already done professionally
- Come from work, education, professional service, and internship or volunteer experience



# Accomplishment statements

- Show that you are good at what you do, not just that you do it
- More compelling on applications than “responsibilities”



# Writing accomplishment statements

1. Keyword verb
2. Problem solved
3. Action taken/skills used
4. Result



- Responsible for all Library Friends Group events

- Coordinated with Library Friends Group to plan and execute 6 community events during Fiscal Year 2018 with an average attendance of 20 people
-

- Responsible for Social Science collections

- Developed and maintained print and digital collections for 6 Social Science departments with an annual budget of \$15,000
-

- Responsible for staffing reference desk

- Provided in-person reference services to youth and adults in a diverse NYC environment with a focus on information and digital literacy instruction
-



4. Create a resume or CV for every type of job you will apply for

# Resumes for each job type

- Keeps you from creating resume from scratch
- Focuses your job search





# 5. Set up a tracking system

# Keep track of

- The jobs you have applied to
- Copies of job descriptions



The background is a solid pink color. In the top right corner, there is a decorative graphic consisting of several overlapping geometric shapes: a dark pink square, a medium pink square, and a light pink square, all partially cut off by the edge of the frame.

Break



# Activity: Writing accomplishment statements



# Quick tips for your job search

# Resumes

1. Resumes are marketing documents - only include relevant info that makes you look good
2. Have at least two other people look over your resume before applying for jobs




# Cover letters

- Tailor cover letters to each job
- Make an argument for why you're a good fit - do not repeat info from resume
- Use a conversational but professional tone



# Interviews

- Practice answers to common questions
  - Be prepared to talk about every aspect of the job description
  - Write out answers to questions you are most nervous about then say them out loud until automatic
  - Prepare questions so you know whether the job is a good fit for you
- 



# More resources

- [Ask a Manager blog](#) - general job seeking advice for the whole search process
  - Ask a Manager [on resumes](#)
  - Ask a Manager [on cover letters](#)
  - Ask a Manager [interview guide](#)
- [Academic LIS job seeking talk overview](#) [Google doc] by Bronwen K. Maxson on 10/14/2019



The background is a solid pink color. In the top right corner, there is a decorative graphic consisting of several overlapping geometric shapes, including triangles and squares, in various shades of pink and dark pink.

Thank you!