

Preparing for Your Librarian Job Search

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Sample resume: bit.ly/librarianresume

Accomplishment Statements

Detailed, well-articulated accomplishment statements are the key to resumes, cover letters, and interviews. Your accomplishment statements should include a keyword verb, the problem you solved, the action taken or skills used, and the results.

In the chat, share one work experience that you think library hiring committees might be impressed by. Focus on one project or repeated responsibility.

Think about the specific skills, actions, and results from your experiences. Using the template below, write out the details of your accomplishment statement.

Keyword verb:

Problem you solved:

Action taken/skills used:

Results:

Summarize your accomplishment statement into a 1-2 line bullet point for your resume. See sample resume for more examples.