



Successful Strategies for Seeking an Academic Library Position

A. Kathy Bradshaw

Assistant University Librarian for Organizational Development



VCU

Art vs. Science



Factors in Hiring Decisions

- Application package
- Interviews
- Connections & Network



Search Committees



Application Package

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

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



Kathy Bradshaw
akbradshaw@vcu.edu
<http://tinyurl.com/th2017vla>