The Information Professionals Guide to the Job Search

WONTAWK

Recruitment for Librarians
and other
Information Professionals
www.wontawk.com

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THE RESUME

Your resume should include all of the following information:

- Name
- Address
- Home Telephone Number(s) (**do not** include **work** phone numbers)
- Personal E-mail Address (**do not** include **work** e-mail)

- Your Objective

- Summary of Your Skills and Background

- Work History with Dates of Employment - Most Recent One First*
  Work history should convey:
  your responsibilities
  your accomplishments

- Special Skills, Grouped Together (Databases, Languages, etc.):
  list all online skills and databases together in this section

- Concise Educational Background in Reverse Date Order*:*
  Degree, major, school; undergraduate and graduate

What else do you need to consider when preparing your resume? All or some of the following:

- Make sure your resume is current. If you have left your last job, close out the date.
- If possible, limit your resume to one or two pages and be sure to include your name at the top of the second page and any succeeding pages.
- Proofread your completed resume very carefully, and as a further check ask someone whose experience and writing skill are trustworthy to see if it reads well, is clear and error-free. Be fastidious with spelling and punctuation! Errors make a bad impression. Also, if you're not completely confident about your use of English, ask the person proofreading your resume to pay close attention to your word choices and grammar and syntax.
- You may need to include only the last ten years of your employment history. Whatever you did before that (unless it is relevant library experience) probably is not relevant to the current job market, and can be left out unless it significantly adds to your qualifications for a particular job you are pursuing.
- Account for any gaps in your employment history. A period of one or more years with no work history is a red flag to the person reading the resume. If you have stayed at home to raise children, enter that along with your work history. If there have been several breaks in your work history, or if you are a career changer it may be preferable to prepare a functional rather than the preferred chronological resume. (Remember that the functional resume has to include a chronological job history as well.)
- If you have been employed in varied, short-term or temporary jobs consolidate them under one job title with several locations within a fixed period of time. Do not list them separately.
- If you received your MLS within the past year and are seeking your first librarian job, you may want to list selected coursework. After your first job there should be no need to include this information in the resume but it may be appropriate to mention it in the cover letter, depending upon the job you are pursuing.

*Tell the **best truth** about yourself on your resume but do not mislead on your skills, job history, education or compensation. The prospective employer will verify these!*

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THE COVER LETTER

- The purpose of the cover letter is to invite the reader to look more closely at your resume. It should be well written, well organized, and concise, and customized to the position you are seeking. *Do not use a "generic" cover letter.*

- Always use the addressee's name in the salutation. Research the right contact and get the facts straight: addressee's title and the job title.

- The opening paragraph should state your intentions, what position you are applying for, and how you learned of the opening.

- The following paragraphs should address the position as its pertains to your background, Call attention to those elements of your resume that you would like the employer to notice first. Give supporting evidence that there is an appropriate match between you and the employer. Talk about both skills and experience. Highlight your merits. Include special contributions or achievements that are applicable. Convey enthusiasm - What can YOU do for THEM? How can you be an asset?

- The final paragraph should include a gracious thank you for the employer's time and consideration, and indicate your availability for interviews.

*In Summary: Your Cover Letter must be **well organized** and **concise**. Just as important are the technical elements – **spelling, grammar**, **accuracy**, and **neatness**.*

E-MAIL AND FAX REMINDERS FOR RESUMES AND COVER LETTERS

*It is now acceptable **in most situations** to use e-mail and fax for all communications with potential employers. However, we caution you **to use your judgement** and take your cues from your contacts with the employer and the culture of the organization as to whether they find these acceptable or want you to mail or deliver "hard copy" versions. Also note:*

- E-mail formats can change in distribution; not everyone has the same software version.
- In large corporations all resumes are scanned for keywords. Be mindful to include essential key words in your resume text, or list them separately on the resume.
- The entire document should be left justified; avoid tabs.
- A streamlined resume is best – avoid italic text, script, graphics, and shading.
- Faxed photocopies often become fuzzy. Fax only a very clean original.

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THE FACE-TO-FACE INTERVIEW

Preparation makes perfect!

Several days before the interview…

- Do your homework--learn all you can about the company interviewing you. Check the company or organization's own website, and seek out other web and/or print sources of information.
- Develop some questions in your mind regarding the organization, based on your research.
- Give some thought to why you are applying for the job and what you would like to contribute to the organization.
- Clarify in your mind several examples of successful work experiences you have had so you will be able to refer to them during the interview.

On the day of the interview…

- Dress for success, even on "casual dress" days. Be impeccably groomed. Skip heavily scented colognes or perfumes. Travel light: a trim briefcase, a small handbag And, no garlic or onions before the interview!!
- Make sure you take with you a checklist of vital information, including your job history details, and a few pieces of identification. These will be useful for filling out official company application forms.
- Arrive on time, about ten minutes before the interview is to begin. If you are told you will need to fill out forms prior to the interview, make sure you ask how much time will be needed, and schedule your arrival accordingly.
- Present yourself well to the interviewer(s) and any other staff you encounter at the organization. Energy, clarity and good presentation are essential. This includes a confident handshake, a genuine smile, voice modulation, candor and sincerity.
- Participate actively in the interview process. Pay attention, maintain eye contact, and respond to what the interviewer(s) ask.
- Postpone asking questions regarding salary, health benefits, vacation and other benefits until the interviewer is talking about an offer.
- If you are asked to make a closing statement or pose any further questions, use this as an opportunity to restate why you think you are a good candidate for the position. You may also want to ask if the interviewer knows what the hiring timetable is.

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The Interview, continued

You may be asked some or all of the following questions:

- What are (were) your key responsibilities in your current (last) job?
- What is (was) your greatest accomplishment in your current (last) job?
- Why are you looking to leave your current situation?
- What do you hope to find in your next job that you don't have in your present (last) job?
- What criteria do you use for prioritizing multiple work tasks?
- Describe a difficult situation at work and tell me how you resolved it.
- What do you feel you could most improve upon?
- The person in this position needs to be innovative and proactive. Can you describe some things you have done to demonstrate these qualities?
- What are the personal characteristics and qualities that you would bring to this position that would be particularly helpful in fulfilling the responsibilities of this position?
- How did you work in teams, and what experience have you had working in teams?
- What appeals to you about this position?
- What are some of the things on your jobs that you feel you have done particularly well?
- What does success means to you? How do you judge it?
- How has your present job developed you to take on even greater responsibilities?
- If you were hiring someone for this job, what qualities would you look for?

Some meaningful questions you can ask the interviewer(s):

- How would you describe the position?
- What is the profile of your ideal candidate?
- What is the philosophy and culture of this organization?
- What specific problems are you trying to solve by filling this position?
- Is this a new position? If not, why did the last person leave?
- Does the company offer a structured career path?
- What would be the most important responsibilities of the job and what percentage of my time should I expect to give to each?
- If I was hired, what would I be given as my first assignment or what project would you expect me to tackle?
- What are the company's top goals? How would this position impact on those goals?
- What are the major concerns that need to be addressed in this job?
- Does the company have a policy on employees attending workshops, or seminars, or taking advantage of other training opportunities? How does the company support professional growth?
- What suggested the need for the organization to create this new position?
- What personal qualities or traits do you most value in this position?
- Be prepared for difficult questions from the interviewer, such as "skeletons" in your closet, gaps in your career history, or questions not legally allowable (i.e., your age, marital status, childcare arrangements, etc.) Give some thought in advance to how you would respond if these come up during the interview.

Be aware that some of these questions may be going through the interviewer's mind:

- How will you fit into the existing group?
- Will you operate with integrity and be a flexible and tolerant team player?
- Are you able to think on your feet? (Be prepared to demonstrate!)
- How do you express pleasure in your work

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TELEPHONE INTERVIEWS AND CONVERSATIONS

All of the previous points about interviews apply, except the Interviewer cannot see you. You will need to compensate for this! Being prepared is of paramount importance for a telephone interview or conversation.

If the idea of a telephone interview makes you nervous, take some time to practice. Set up a role-playing exercise with another person and tape record it so you can hear how well you come across on the phone.

When you play back your tape, ask yourself:

How is my voice quality? Is it well modulated, do I sound assured, enthusiastic?

Do I listen without interrupting?

Did I take time to think before speaking?

Did I answer the interviewer's questions in a clear and concise way?

If I were the interviewer, would I want to meet me?

When you feel confident, set up the ideal conditions for an optimal exchange between you and the caller to help you have a smoother, more successful experience:

"Quarantine" yourself so there will be no distractions or intrusions while you are speaking. If possible, conduct the conversation in a separate room in an environment of complete quiet, free from radios, televisions, other telephones, including cell phone, fax machines, voices, etc.

Disable your call waiting.

Have the following items in front of you:

your resume
a glass of water
a pen and notepad
a calendar, in case you need to make a follow-up appointment

Refrain from smoking, chewing gum or eating during the conversation.

Convey a positive feeling to the caller by smiling! Make sure that your enthusiasm and alertness come through in your voice. One candidate may be chosen over another to have a face-to-face interview, based only on the level of interest and enthusiasm that the interviewer infers over the phone, regardless of that candidate's qualifications.

End the interview in a positive way:

At the end of the interview, restate your interest in the position and ask, “What is the next step in the hiring process?” “What is the timetable for making a decision?”

Regardless of what happens during an interview, maintain a positive attitude, smile, and warmly thank the interviewer for her/his time and interest.

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SOME ADVICE ABOUT COMMUNICATION

It is of the utmost importance that recruiters and prospective employers be able to reach you EASILY. Many good opportunities have been missed because:

candidates cannot be reached because they have no answering machine, or are on the computer with no backup for incoming calls

messages are taken incorrectly, or never relayed by people at home

callers cannot reach the candidate because small children answered the phone (It is best to only have a responsible adult answer the phone during your job hunt.)

Use all available means of communication, including, if possible:

home telephone with an answering machine

cell phone with voice mail

email

answering service

Make sure the recording on your answering machine has a serious, but friendly, professional tone. That means:

No synthetic voice messages

Make sure callers know they have reached **YOU.** Preferably, you should record the message yourself, or make sure the recorded message includes your name.

No music or other noise in the background

No children's voices on the recording

If you are employed or out during the day,

check your messages frequently.

Someone may be trying to reach you about a JOB!

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EMPLOYMENT REFERENCES

As you begin your job search, prepare a list of viable references. We recommend your list include at least one of the following, for a total of **three:**

recent manager/supervisor (or current manager, depending upon your situation)

professional colleague(s)

recent client who was particularly satisfied with your work, if you are a researcher

an academic reference, if you are a recent graduate

Ask each person on your list if he or she is willing to serve as a reference for you.

Take your reference information with you to interviews, separate from extra copies of your resume, in case you need to complete employment forms or are asked for the information by the interviewer. For each individual make sure you have noted:

full name (including Mr., Ms., Dr., etc. along with the name is helpful)

title and company/organization

contact information

relationship to you

Inform your references each time you give their names to a potential employer so they have time to think about their response if contacted.

If you become a final candidate, it is especially important to forward to your references any relevant information about the job, in advance. If your references are acquainted with the basic responsibilities of the position and the personal qualities the employer is seeking, they will be able to give the employer relevant and focused comments that will strengthen your application for the job.

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FOLLOW-UP TO THE INTERVIEW

Leave the Best Impression!

The thank you note:

The thank you note is ***not optional***. It is one more vehicle for you to express your interest and availability and underscore why you are a compatible and appropriate candidate for the position.

Your note can be **written** (preferably on plain professional stationery) or **e-mailed**.
Use your judgement as to which form is most suitable for a particular interviewer

Six basic elements of a well-written thank you note:

- Thank the interviewer and express your appreciation for this opportunity.
- Indicate that you learned something from the meeting that has convinced you that you are the right candidate.
- Add or clarify some information about your skills and experience that did not come out during the interview.
- If you promised to send any other information, include it with your letter.
- Restate your interest in the position and indicate you willingness to continue the interview process and meet with any other key players in the company.
- Say "thank you" once again and say that you plan to call within a short period of time.

Even if it is clear in the interview that this is not a match, you will still need to follow up with a thank you note. In the future, there may be an opportunity for a referral or another opportunity within the same organization.

If you withdraw from consideration or turn down an offer, a thank you note is welcome. You will want the perspective employer to know that you appreciate the time that he or she spent considering you as a final candidate. For the future, you will want to be remembered in a positive way.

Reminder: A thank you note may be sent in writing or by e-mail. See page 2 for guidelines.

RECEIVING A JOB OFFER - WHAT TO DO NEXT

If you receive a job offer, how do you determine that this is the right job for you? Here are few criteria for you to consider:

- You have met with potential colleagues and you feel you could work in this environment.
- You believe that this is an organization in which you can make a significant contribution and that this job can be a learning experience.
- You have discussed your potential new position with respected colleagues and received positive feedback.
- The salary range and benefits are workable (covers your life needs and wants). Salary surveys are available through the SLA (Special Libraries Association), ALA (American Library Association), and AALL (American Association of Law Librarians).
- Your intuition tells you that this is the right next career step for you.

If you need to negotiate to bring salary or benefits in line with your needs:

- To negotiate well, be equipped with information relating to current salaries for someone with your education, training and relevant experience in this marketplace.
- Compensation can be negotiated along with insurance benefits, vacation, starting date, budget, and bonus.
- Keep the compensation question in perspective. If there is not as much leeway with money as you would like, you may want focus more on the non-monetary aspects of a potential opportunity: subsidized professional memberships, tuition reimbursement, transportation, or meals.
- If not offered the salary you had hoped for, you might be able to negotiate a six-month performance review with a merit raise.
- Remember that negotiation should only begin **after an offer is made**.

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Sample Resume: Chronological

Name, Address, Phone #, Email Address

Objective
To work with a highly motivated business team capitalizing on new information management trends.

Professional Experience

Wontawk 1998 - present
New York, New York
Cofounder and Vice President, Staffing & Business Development

- Provide specialized recruitment for librarians and other information professionals, assuring all placements are an optimum match for the Wontawk clients' specialized needs.

BiblioData January - March 1998
Needham, Massachusetts
Consultant

- Planned, developed and conducted feasibility study for BiblioData's product Fulltext Sources Online to determine market for an electronic version.

Amulet Inc. 1996 - October 1997
Acton, Massachusetts
Manager of Content Licensing

- Investigated and evaluated potential content licensing deals with leading trade publication publishers and aggregators for Amulet, an Internet-based early stage company.
- Negotiated and closed key content licensing deals for inclusion in the InfoWizard automated custom research service.
- Responsible for identifying and analyzing possible new content databases for InfoWizard.
- Worked closely with the product engineering team to analyze licensed content for integration into the service.
- Maintained source material for tracking content licensing requirements.
- Served as primary liaison between the content providers and the Amulet team to build strategic alliances.
- Generated sales leads, conducted telesales and created direct sales activities.
- Identified and closed corporate accounts.
- Located, tracked, and communicated daily a competitive information news-service.

Wang Laboratories, Inc. 1983 - 1996
Billerica, Massachusetts
Marketing Consultant & Corporate Librarian

- Managed all Corporate Library operations for this international computer-based information processing systems company.
- Drove the strategy for the corporate competitive analysis, and wrote and communicated competitive information to product development, marketing and the field.
- Worked closely with the industry analyst community to provide competitive intelligence information particularly within the Software Business Unit.
- Packaged and distributed custom research for the Competitive Intelligence Report Service, special projects, and information emergency requests.
- Planned, developed and coordinated library priorities including special research and automation projects, including an integrated online catalog.
- Directed and provided in-depth research and reference services. Managed $.5M budget.

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Parsons Brinckerhoff Quade & Douglas, Inc. 1979 - 1982
New York, New York
Library Manager

- Directed all corporate library operations for this major international architectural/engineering-consulting firm.
- Provided in-depth reference and research services. Supervised and trained staff. Prepared budget and continuous overseeing the maintenance of the budget line. Planned and implemented serials tracking system.

Engineering Societies Library *1970-1979*
New York, New York
Reference Librarian and Assistant Serials Cataloger

- As reference librarian (1974-1979) responsible for communicating information in such fields as civil, environmental, mechanical, and electrical engineering information to professional engineers and scientists, students and to the general public.
- Supervised the preparation of NYSILL (New York State Interlibrary Loan requests for books loans and photocopies. Supervised the library pages.
- As Assistant Serials Cataloger (1970-1974) maintained the serials' cataloging records and responsible for the original cataloging of newly acquired journals.

Education

- **Pratt Institute, Graduate School of Library and Information Science, New York City, New York**
  Masters of Library and Information Science
- **Adelphi University, *Garden City, New York***
  Bachelor of Arts, Anthropology

Other Qualifications

Professional Memberships

- **Special Libraries Association** 1970-Present
  Association Level

Public Relations Committee - Member 1991-1993
Library Management Division - Member 1982 - present, Editor "Library Management Quarterly" 1989-1991
Information Technology Division - Member 1985 - present.
"Rolling up our Sleeves: Toughing it Out: Coping with Organizational and Industrial Change" Panel Presentation at Special Libraries Association, San Antonio, Conference Program June 1991

- **Boston Chapter Member** 1983-present

President - Boston Chapter 1989-1990

- **New York Chapter, Member** 1970-1982

Chairperson - Technical Sciences Group 1974-1975; 1979-1980
Treasurer 2001-2002
Membership Chair 2003-2004

- **New York Staffing Association** 2003-present
- **New York Library Club** 2003-present

Appointed member of the board 1998-present

- **Archons of Colophon** 2003-present

Publications

- "Interview with Infopros: Sarah Warner, Manager of Content Licensing, Amulet, Inc.", conducted by Melissa Everett. Online, November/December 1997, page 77 – 82
- "Competitive Profiles: Recognition, Inc., ViewStar Corporation, FileNet Corporation", In Focus: Wang's Products, Programs and Strategy. January 1995, page 11 – 94

Other Activities

- Elected to the Board of Library Trustees, Chelmsford Public Library, Chelmsford, Massachusetts, (3 year term) 1989-1999

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Sample Resume: Functional

Name, Address, Phone #, Email Address

SUMMARY OF QUALIFICATIONS _____

Rapid understanding of organizational structures and ability to develop critical Interfaces/key contacts at all levels. ♦ Foster teamwork and loyalty with customers, colleagues and suppliers, leading to higher productivity and shorter development times. ♦ Adapt swiftly to new work environments and task assignments, augmented by ability to learn quickly. ♦ Highly developed research skills applied in collecting, analyzing and synthesizing information gather on deadline from traditional and non-traditional resources.

_____ KEY STRENGTHS INCLUDE_____

communication skills	project planning/coordination	database searching
process analysis	resource deployment	cataloging
statistical analysis	product impact assessment	collection development
quality control	marketing/merchandising	

PROFESSIONAL EXPERIENCE _____

Research/Analysis

- Completed, on deadline, all research inquiries utilizing both the in-house collection and commercially produced online services, such as Lexis/Nexis, Dialog and Dow Jones.
- Provided extensive background research on prospective candidates for the Texaco Board of Directors, saving costs associated with executive search firms.
- Analyzed draft text of Texaco Annual Report to select key data to be expanded with graphic illustration. Verified facts and identified any political, economic or project sensitivities with the planning, legal and tax departments.
- Provided photo research and selection for all corporate publications for internal and external audiences.
- Responded to all research inquiries for historical information from employees worldwide, shareholders, museums, new media and general public.

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(Functional Resume, continued)

Name **page 2**

Planning/Administration

- Conducted detailed process analysis and developed systematic approach to job order process for placement agency.
- Participated in editorial meetings, contributing creative and professional input both to content and design concepts for major corporate magazines.
- Maintained project control, assuring on-time deliveries, distribution of photo assignments, and negotiation of appropriate fees and copyright/license terms.
- Guided publications through final production stages by proofreading, reviewing color layouts and conducting on-press inspections.

Records Management

- Encoded and tracked the proper routing of over 8,000 letters resulting from class action suit against Texaco.
- Determined the guidelines for inclusiveness and retention for corporate historical photo and publications archives.
- Maximized resources and lowered costs by scheduling library's video collection to meet rigorous training schedule of Texaco employees worldwide.
- Formatted presentation of monthly budget reports and eliminated duplication of effort for financial planning unit at Union Carbide.

Customer Services/Marketing

- Conducted in-depth screening interviews with clients to clarify requirements of each job order.
- Conducted in-depth interviews with prospective employees to determine their skill sets.
- Promoted and sold Pitney Bowes' full product specialty line products, resulting in significant revenue for the company.
- Created meaningful and pleasing displays of merchandise, meeting corporate guidelines and promoting retail sales.

EMPLOYMENT HISTORY _____

Manager of Staffing Services, *Wontawk*, New York, NY 2001-2004
Editorial Assistant (Photo Archivist), Public Relations, *Texaco Inc.*, White Plains, NY 1994-2000
Business Information Specialist, Business Library, *Texaco Inc.*, White Plains, NY 1988-1993
Information Specialist, Professional Development Program *Rockefeller College, State University of New York at Albany* 1987
Library Assistant, Legal Library, *IBM Corporation*, Armonk, NY 1986

EDUCATION_____

Masters in Library Science, State University of New York at Albany 1987
Bachelor of Arts, Psychology, Vassar College, Poughkeepsie, NY 1980

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Sample Resume: Career Changer

NAME, ADDRESS, ETC.

Career Objective

Corporate information professional position, with an emphasis on research and reference, to which I may apply my analytical skills and corporate experience.

Summary

- Proven track record of turning client requests into viable solutions in a timely fashion.
- Excellent analytical, writing, organizational, client interviewing and presentation skills.
- Proficient searcher (Infotrac, ProQuest, Lexis-Nexis, Dialog, Factiva, InSite2, market research sources, Internet and print sources).
- Ten years experience in website and software design, information architecture and usability testing.

Education

MLIS, San Jose State University, San Jose, CA (expected completion August 2006)

Practicum: SunLibrary, Sun Microsystems, Santa Clara, CA (Summer 2005)

- Wrote a "JumpStart," a proactive research guide on a hot technology topic. A version was published to the external Sun website, the first ever by a Sun library intern.
- Performed time-sensitive research for market and business information. Presented clients with an information package of relevant data (summary, brief analysis and selected sources).
- Conducted reference interviews, analyzed the client's information needs, negotiated the project scope, and delivered a synthesized product.

Relevant Coursework

- Reference and Information Services (Learned to search a variety of print and online resources, interview clients, and analyze needs.)
- Advanced Reference Services (Developed research guides, prepared and taught an instructional module, evaluated reference services.)
- Marketing of Information Products and Services (Performed a situation analysis and developed a marketing campaign for the Sun Microsystems corporate library. Designed campaign collateral.)
- Online Searching (Learned to search Dialog and Lexis-Nexis effectively.)
- Other relevant courses: Issues in Special Libraries, Resources for the Visual and Performing Arts.

Volunteer Work

- Internet Librarian Conference Volunteer, November 2005. Assisted speakers in preparations for presentations, distributed materials.
- Online Reference Volunteer, Virtual Reference Desk, 2002-present. Answered several reference questions per week for grade school through undergraduate students.

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Name

Undergraduate Education

B.A. Theatre, Marymount Manhattan College, New York, NY

Employment

Human-computer interaction designer

Sun Microsystems, Santa Clara, CA 2004-present (concurrent with education)

- Developed user profiles and personas for Sun software products.
- Redesigned Portal Server desktop for major new release. Interviewed customers and synthesized data into requirements for next release.
- Designed an easy install process for a suite of complex server and client products.

Dome Consulting, Mountain View, CA 2000-2004 (Client: Sun Microsystems)

- Defined market segments for Portal Server, conducted requirements and task analysis, product evaluation, and competitive analysis.
- Designed mail, calendar and address book for wireless devices, focusing on European markets.

Financial Engines, Palo Alto, CA 2000

- Redesigned an application for financial advice and retirement planning from Java to HTML.

Online Focus, Mountain View, CA 1999 (Clients: Morgan Stanley Dean Witter and Federal Express)

- Created information architecture, navigation, branding and content for Fortune 100 company websites.

Sun Microsystems, Santa Clara, CA 1993-1999

- Designed desktop software and Web applications for the Solaris CDE desktop.
- Led an ongoing effort to improve usability of the desktop by performing comparative analyses, running usability studies, and visiting Sun customers to gather functional requirements.

.

Previous Employment (New York)

New York Life Insurance, Human-computer interaction designer
Credit Suisse First Boston, Workstation analyst

Affiliations

Special Libraries Association
Chapters: San Francisco, New York
Divisions: News, Business and Finance

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Sample Cover Letter in Response
To a Specific Ad / Job Posting

(Your Address)

(Name of Addressee) (Date)
(Company Name and Address)

Dear (Name):

Please accept my application for the position of Humanities Reference Librarian, which was listed in the placement bulletin of the School of Library and Information Science, Indiana University. I have enclosed a resume for your consideration. A copy of my placement file is being mailed under separate cover.

My academic training has been focused on reference services in a university setting. I am particularly interested in your commitment to the latest reference services technologies. I have read with a great deal of interest about your project involving the use of online bibliographic database searching for freshmen. My coursework has included collection development, computer applications and advanced reference classes in the literatures of the humanities and social sciences. In conjunction with my library coursework, I have taken graduate courses in comparative literature.

For the past year I have worked as a reference assistant at the Washington County Public Library. During the summer, I also worked as a humanities reference assistant at the Indiana University Libraries. These positions have given me some practical experience in reference.

I will complete the MLS degree this December. I am available for interviewing at your convenience and may be reached at the North Dakota telephone number indicated on my resume. Thank you for your time and consideration.

Sincerely,

(Your Signature)
(Your Typed Name)

Encl.

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Sample Cover Letter
To a Recruiter

(Your Address)

(Name of Addressee) (Date)
(Company Name and Address)

I am writing to inquire about the services your company provides. In December 2001, I completed a Master's Degree in Library Science from Simmons College. I also have a Master's Degree in English with a concentration in creative writing.

Currently, I am working part-time at XYZ Company as a research assistant and cataloguer. However, I am now seeking full-time, permanent employment. I would also like to gain additional library experience while looking for a permanent job. Will your company be able to place me?

I am primarily interested in working in a corporate library. I am also open to working for a public or academic library to gain additional experience.

I would welcome the opportunity to speak with you about possible employment. My resume is enclosed and I thank you for your consideration.

Sincerely,

(Your Signature)
(Your Typed Name)

Encl.

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SAMPLE THANK YOU NOTES

Thank-You Note #1: ***to use when you would like to pursue the job possibility***

(Your Name and Address)

(Addressee's Name and Address) (Date)

Dear _____,

Thank you for the time you spent with me today discussing the position of (job title) at (addressee's company). Based on what you told me about the requirements for the position as well as the company culture, I am confident that I can make a positive contribution.

My background and previous experience as a (job title) at (company) have prepared me to take on a greater challenge, and I would be most enthusiastic about the possibility of coming on board. If there is an opportunity to speak with you further or furnish you with any additional information, please contact me.

Once again, thank you for your time and I look forward to hearing from you.

Sincerely,

(Your Signature)

(Your Typed Name)

Thank-You Note #2*: to use when the job is* ***not*** ***a match***

Dear _____,

Thank you for the time you spent with me today discussing the position of (job title) at (addressee's company). I enjoyed meeting you and your colleagues and learning about the work your company does and what your needs are.

Based upon our meeting, however, I do not think that my background and experience would be a true match for this position.

Once again, I appreciate your time and wish you success in finding the perfect candidate.

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NEW AND CLASSIC CAREER GUIDES

GUIDES FOR LIBRARIANS AND INFORMATION PROFESSIONALS:

A Day in the Life: Career Options in Library and Information Science by Priscilla K Shontz and Richard A. Murray. (Will become available April 30, 2007)

Rethinking Information Work: A Career Guide for Librarians and Other Information Professionals. by G.Kim Dority. Westport, CT, Libraries Unlimited, 2006.
This book explores the various options available to those wanting to work as information professionals.

Resume Writing and Interviewing Techniques That Work: A How-To-Do-It Manual for Librarians, by Robert R. Newlen. NY, Neal Schuman Publishers, 2006.
This practical book is organized in a series of exercises. There is a wide range of sample resumes based on those of "real life" librarians. Cover sample letters are also included.

The Librarian's Career Guidebook by Priscilla K.Shontz . Scarecrow Press, Inc. 2004.
Contains 63 essays written by librarians and other information professionals at various stages of their careers. Topics include reasons for becoming a librarian, preparing for job interviews and ongoing professional development.

GENERAL CAREER GUIDES:

Knock 'em Dead 2007 : The Ultimate Job Seekers Guide, by Martin Yate. Holbrook, MA, Adams Media Corporation, 2006.
This very practical title is divided into two sections. The first explains how to put together the best job search techniques and the second gives over two hundred answers to difficult interview questions.

Resumes That Knock 'Em Dead, by Martin Yate. Holbrook, MA, Adams Media Corporation .7th ed. 2006.
A nuts and bolts approach to targeting firms, developing job leads, what to wear on an interview, follow-up techniques, and a wealth of other tried-and-true advice.

Cover Letters That Knock 'Em Dead, by Martin Yate. Holbrook, MA, Adams Media Corporation, 7th ed., 2006.
Reviews how cover letters play a key role in the hiring process as the employers go through four stages to reach a hiring decision. Sample letters include Responses to Newspaper Advertisements, "Cold" Cover Letters to Potential Employers and Follow-up Letters (after face-to-face meetings).

The Complete Idiot's Guide to the Perfect Resume, by Susan Ireland. NY, Penguin Putnam, 4th ed., 2006, Addresses gaps in work history and other related issues. Also talks about formats and presentation such as scanning and databases and online career searches.

101 Great Answers to the Toughest Interview Questions, by Ron Fry. Thomson Delmar Learning, 5th ed., 2006.
Exposes the pitfalls of answering interview questions. After two introductory chapters of guidelines, the author identifies some of the toughest themes that can arise during an interview and provides proven responses to the difficult questions asked.

101 Smart Questions to Ask on Your Interview by Ron Fry. Thomson Delmar Learning , 2nd ed, 2006.
This book deals with the important interview phase which involves questions asked by the candidate at the end of the interview. It emphasizes the importance of being prepared to show why you should be given the position at hand.

Resume Magic : Trade Secrets of a Professional Resume Writer by Susan Britton Whitcomb. Jist Works, 3rd ed, 2006.
This comprehensive title has sections on resume and cover letter writing, reference gathering, job searching and interview preparation.

How to Ace the Brain Teaser Interview, by John Kador. McGraw-Hill, 2005.
Company recruiters are asking tough new brainteasers during interviews that test you skills, creativity, and ability to think on your feet. The author presents a wide variety of questions and shows the types of responses that will get you hired.

SELECTED CAREER WEBSITES

Information Resources for Information Professionals: Jobs for Information Professionals, compiled by Joe Ryan
http://web.syr.edu/~jryan/infopro/jobs.html

Debunking Common Resume Myths
http://www.wetfeet.com/asp/article.asp?aid=475&type+Resumes

Five Keys to Making Your Resume a Winner
http://www.wetfeet.com/asp/article2.asp?aid=246&atype=Resumes

What you need to know About Career Planning: Resume Writing
http://careerplanning.about.com/library

CAREERLAB: The FIRST and BEST COVERLETTERS
http://www.careerlab.com/letters

The Library and Information Professional's Career Development Center
http://www.LIScareer.com

LISJOBS
www.lisjobs.com

The Riley Guide: Employment Opportunities and Job Resources on the Internet, compiled by Margaret F. Dikel
http://www.rileyguide.com/

The Info Pro's Survival Guide to Job Hunting, by Mary-Ellen Mort. Searcher, Vol 10, No 7, July/August 2002. Searcher (Magazine for Database Professionals)
http://www.infotoday.com/searcher/jul02/mort.htm

THE WALL STREET JOURNAL Executive Career Site (wsj.com)
http://www.careerjournal.com/jobhunting/interviewing

JobStar Central Job Search Guide from Your Local Public Library
http://jobstar.org

Vault – Company Research
http://www.vault.com/companies/searchcompanies.jsp

LIBJOBS: Career Tools, Resources for Job Seekers in the Market
http://www.libjobs.com/newweb/careertools.html

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CONTINUING PROFESSIONAL EDUCATION

Keep skills and knowledge current! Join and participate in professional associations, read professional journals and books, attend workshops, seminars, and conferences.

Selected Professional Associations

American Association of Law Libraries www.aallnet.org
American Health Information Management Association—AHIMA www.ahima.org
American Library Association (ALA) www.ala.org
American Society for Information Science and Technology www.asis.org
Archivists Round Table of Metropolitan New York www.nycarchivists.org
Association for Information and Image Management—AIIM www.aiim.org
Association of College & Research Libraries (Division of ALA) www.acrl.org
Law Library Association of Greater New York www.aallnet.org/chapter/llagny/
Library Information Technology Association (Division of ALA) www.lita.org
Medical Library Association www.mlanet.org
Medical Library Association, New York-New Jersey Chapter www.nynjmla.org
Metropolitan New York Library Council www.metro.org
New York Library Association www.nyla.org
New York Library Club www.newyorklibraryclub.org
New York Technical Services Librarians www.nytsl.org
Public Library Association (Division of ALA) www.pla.org
Society of American Archivists www.archivists.org
Society of Competitive Intelligence Professionals www.scip.org
Special Libraries Association (SLA) www.sla.org
Special Libraries Association (SLA), New York Chapter www.sla.org/chapter/cny

SELECTED PERIODICALS

American Libraries (Magazine of the American Libraries Association) www.ala.org/alonline
EContent www.econtentmag.com
EMedia www.emedialive.com
The Information Advisor www.informationadvisor.com
Information Outlook (Magazine of the Special Libraries Association)
http://www.sla.org/content/Shop/Information/index.cfm
Information Today www.infotoday.com
Intranets www.intranetstoday.com
KMWorld www.kmworld.com
Library Journal www.libraryjournal.com
MultiMedia & Internet@Schools www.mmischools.com
Online www.infotoday.com/online/default.shtml
Searcher www.infotoday.com/searcher

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A USEFUL TOOL FOR DEFINING YOUR IDEAL JOB

Here is a technique that will help you clarify exactly what you are looking for in your next job and enable you to recognize it when you see it. It has a two-fold purpose:

- It enables you to come closer to identifying your "ideal job"
- It clarifies for you what you can contribute to the organization

Using a small notebook, create three columns using these headings:

Must-Haves	***New Preferences***	***Never Again***
(Here you will note the components of previous jobs that you feel you cannot live without)	*(Things you would like to experience and learn.)*	*(Conditions or elements that you have experienced that you do not want to repeat.)*

A picture of your needs, wants, and preferences will begin to emerge through this exercise. With each job interview you will be adding to and subtracting from your list as you reevaluate your formula for your ideal job. Eventually, you will begin to recognize when you are standing face to face with a job opportunity that offers you everything you have been looking for.

You will be amazed at the effectiveness of this technique!

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