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Landing an Academic Library Job: A Look Behind the Curtain

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Landing an academic library job

A look behind the curtain

Missouri Library Association • September 30, 2021



Judy Schmitt

Reference Librarian



TODAY'S AGENDA

- About you (and me!)
- UMSL's most recent librarian search
by the numbers
- A peek behind the curtain
UMSL's application evaluation process
- Strategies for application success
- Examples

About you (and me!)



ABOUT YOU



How long out of library school?

First job or looking for a change?



How is your search going? Any bites?

What do you hope to learn here?





MY OWN SEARCH

I got my library degree in December 2017 and began at UMSL in February 2019. I had a few things going for me. There were also a few strikes I had to either accept or overcome, and I was able to leverage a few bits of luck in my cover letter and interviews.



PROS

Design skills.
Highly motivated.
Kept options open.
Excellent written communication skills.



CONS

No recent library experience.
Could not relocate.
Mid-life brain!
Rusty interview skills.
Ignorance of interview process in academic libraries.



SERENDIPITY

UMSL's needs matched my background.
Was non-traditional student.
Used former professor and UMSL librarian as reference.



UMSL's most recent librarian search

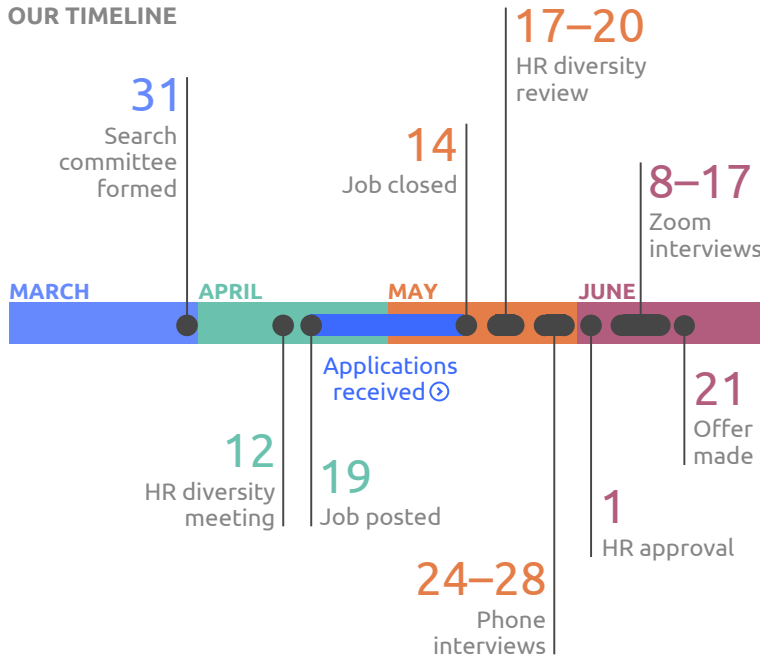


UMSL SEARCH TIMELINE

Our search was accelerated so that we'd have someone in place at the beginning of the Fall 2021 semester.

LESS THAN 3 MONTHS FROM START TO FINISH

OUR TIMELINE



APPLICATIONS RECEIVED April 19 through May 14





UMSL SEARCH APPLICANTS

Due to COVID, no university-sponsored travel was permitted.
Final interviews took place via Zoom and lasted about 4.5 hrs (including breaks).

THE CHOSEN FEW

APPLICATIONS

100

+ 1 submission error

PHONE INTERVIEWS

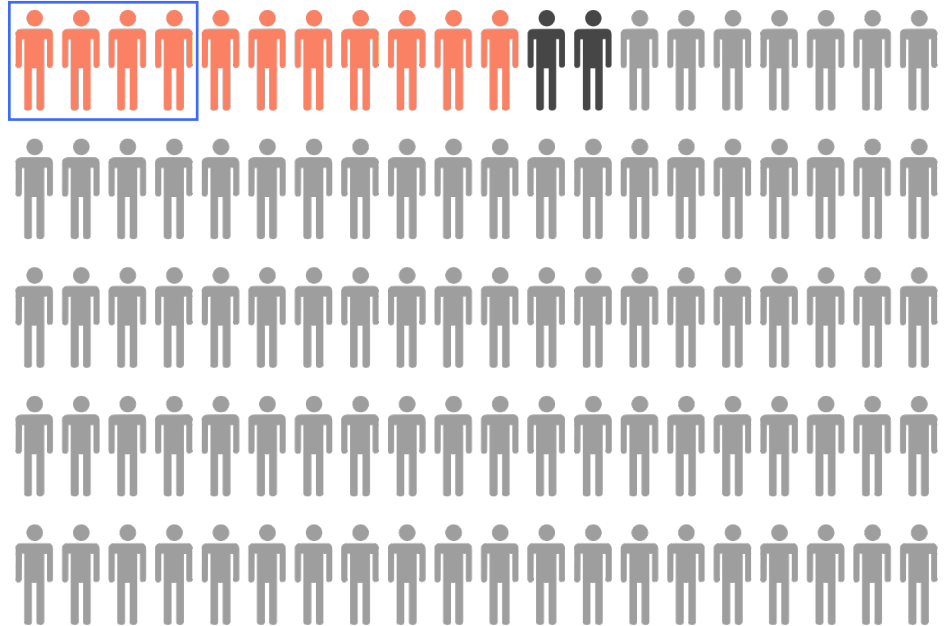
11 

(2 declined, so we interviewed 2 alternates)

ZOOM INTERVIEWS

4 

 = 1 person = 1%

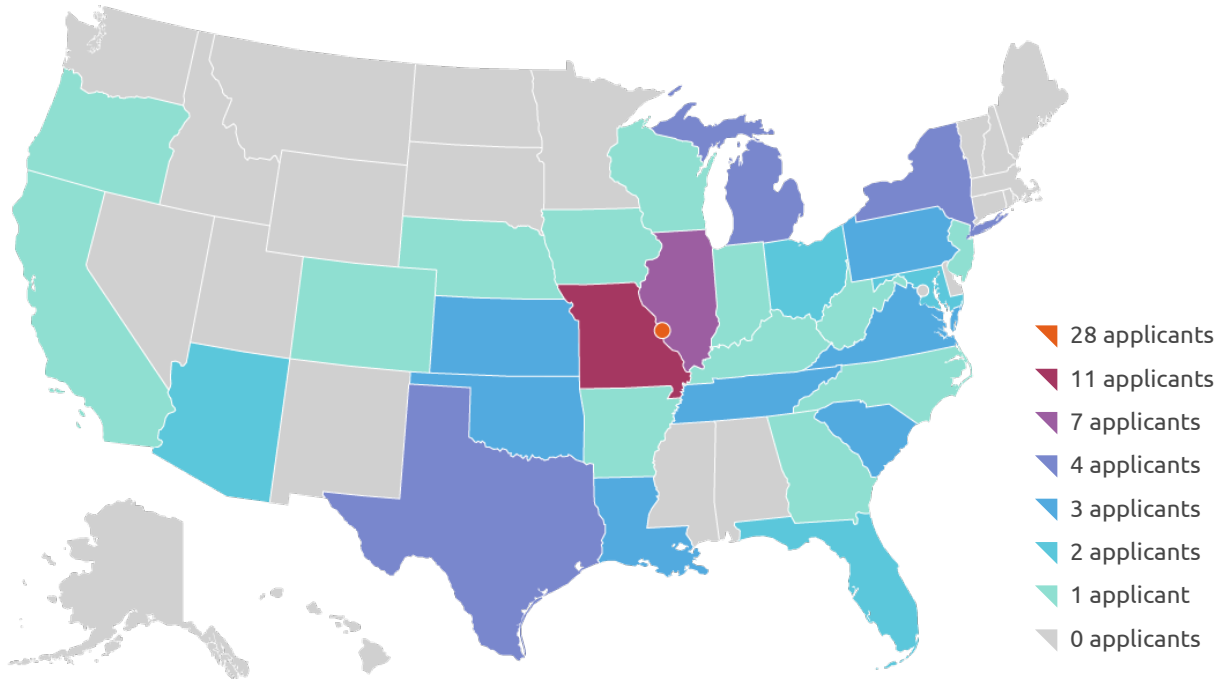




UMSL SEARCH GEOGRAPHY

Applications originated in 29 states. Missouri was heavily represented with a total of 39 job seekers, and 28 of those applicants lived within 25 miles of UMSL.

WHERE'D THEY ALL COME FROM?





UMSL SEARCH REJECTIONS

With 100 applications, we could afford to be fairly ruthless with our exclusion criteria. Here are the most common reasons for elimination.

THE "NO" PILE *

NO LIBRARY DEGREE at time of hire

9% Automatic disqualifier

NOT ENTRY LEVEL

17%

NO COVER LETTER

6%

QUALIFICATIONS NOT ILLUSTRATED

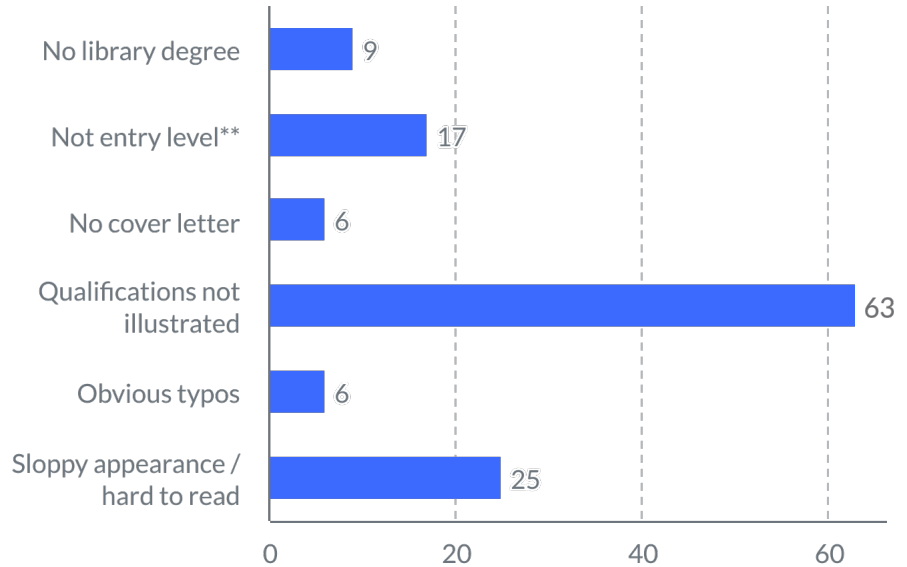
63%

OBVIOUS TYPOS

6%

SLOPPY APPEARANCE/HARD TO READ

25%



*Many applications had more than one issue.

**Degree more than 5 years old.



**A peek behind the curtain:
the search process at UMSL**



SEARCH STAKEHOLDERS



Library Search Committee

- Creates and circulates job announcement
- Reviews applications
- Selects top candidates (with justification for HR)
- Formulates interview questions
- Interviews applicants
- Checks references
- Recommends final candidates to Dean and HR



Library Dean

- Approves search
- Meets with final candidates
- Calls chosen candidate to extend offer
- Submits offer letter (contract) to candidate for signature/formal acceptance



Human Resources and ODEI

- Meets with committee to inform about inclusive hiring practices
- Certifies candidate pool to ensure diversity in ethnicity, gender, disability, and veteran status
- Completes on-boarding process



RECRUITMENT STRATEGY

The search committee must submit to HR a document outlining where the position announcement will be posted.

- **American Library Association (ALA) JobList and affiliated caucuses**
 - Black Caucus of the American Library Association
 - Chinese American Library Association
 - Asian/Pacific American Library Association
 - American Indian Library Association
 - REFORMA
 - Middle East Librarians Association
- **LIBJOBS** (International Federation of Library Associations)
- **Missouri Library Association (MLA)**
- **St. Louis Regional Library Network (SLRLN)**
- **University of Missouri School of Information Science and Learning Technologies**
(to reach alumni from SISLT)
- **University of Illinois' iSchool: School of Information Sciences** (to reach alumni from U of I)
- **UMSL Libraries'** home page
- **UMSL's career postings** site



J O B Q U A L I F I C A T I O N S

The job ad lists all of the required and preferred candidate qualifications, as well as the major responsibilities for the position being filled.

Required qualifications:

- Master of Library Science degree from an ALA-accredited institution at the time of appointment
- Excellent oral and written communication skills
- Knowledge of emerging trends in academic libraries
- Ability to work well with diverse populations
- Familiarity with academic research resources and tools
- Ability to work independently and collaboratively

Preferred qualifications:

- Experience in an academic library
- Coursework, research, or occupational experience in Education

Responsibilities:

- Provide research assistance to students, faculty, and staff through research consultations, library instruction sessions, and other means
- Complete assigned reference shifts in-person and/or online through chat
- Select library resources, prepare research guides, and liaise with the College of Education and other academic departments in assigned subject areas
- Participate in promoting the Library's services through campus outreach efforts
- Assist in the Library's record management activities and initiatives
- Take part in other departmental activities and serve on internal and external committees



APPLICATION EVALUATION

At UMSL, we use a grid to see which qualifications each applicant possesses and to record our comments.

	1. Master of Library Science degree from ALA-accredited program at time of appointment	2. Excellent oral and written communication skills	3. Knowledge of emerging trends in academic libraries	4. Ability to work well with diverse populations	5. Familiarity with academic libraries	6. Ability to work both independently and collaboratively with colleagues	7. Experience in an academic research resources and tools	8. Coursework, research, or occupational experience in Education	9. Provide research assistance to students, faculty, and staff through chat instruction sessions, and other means	10. Complete assigned reference shifts in-person and/or online through chat	11. Select library resources, prepare research guides, and liaise with the College of Education and other academic departments in assigned subject areas	12. Participate in promoting the Library's record management activities and initiatives	13. Assist in the Library's services through campus outreach efforts	14. Take part in other departmental activities and serve on internal and external committees	15. Some evening and weekend work required
Candidate List	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Applicant 1	X	X		X		X				X					
Comments	Cover letter doesn't say much; mostly public library experience													Code:	
Applicant 2	X	X	X	X	X	X	X		X	X	X	X		X	X
Comments	Strong letter and resume; speaks Spanish													Code:	
Applicant 3	X					X	X								
Comments	Typos; misspelled "librarian"!													Code:	

Yellow = Required
 Orange = Preferred
 Blue = Responsibilities



Strategies for application success



GETTING THROUGH THE DOOR

Our search committee noticed many things that applicants could have done better. Here are some recommendations to help your application move to the Yes pile.



COVER LETTER

Customize for each position.
Address each qualification.
Explain if “overqualified,” but don’t point out shortcomings.
Showcase communication skills, employer research.
Don’t use current job logo or stationery.
Proofread!



RESUME OR CV

Which? Pay attention to ad.
Tailor objective statement.
For entry level, education near top.
Reverse chronological order.
Relevant experience.
Bullets are easier to digest.
Proofread!



SUBMISSION

Send all requested documents.
Descriptive filenames.
Transcript only if requested.
Proofread. And then proofread again!
Don’t miss deadline.



MY LETTER

Here's how the cover letter for my current position mapped to the items on the job announcement.

MY LETTER

I am writing to express my strong interest in the position of Reference Librarian I at University of Missouri–St. Louis. As a recent MLIS graduate with experience in an academic library setting and a background in the health sciences publishing industry, I am eager to share my skills with UMSL.

I obtained my MLIS in December 2017 after completing a library internship at Fontbonne University. At Fontbonne, I interacted with the library's diverse student population and helped them discern and fulfill their information and technology needs. I also gained familiarity with the library's print and electronic research tools—including databases, LibGuides, and other resource materials—and collaborated with the reference librarians to provide instruction. Since obtaining my degree, I have attended multiple webinars and conference sessions related to public service, reference, and academic librarianship in an effort to learn about emerging trends.

PART OF JOB ANNOUNCEMENT

Required qualifications

- 1 Library degree
- 2 Oral & written communication
- 3 Emerging trends
- 4 Diverse populations
- 5 Academic resources and tools
- 6 Independent/collaborative

Preferred qualifications

- 1 Background in health sciences or sciences
- 2 Academic library experience

Responsibilities

- 1 Research assistance, instruction
- 2 Shifts at Public Service Desk
- 3 Select resources, prepare guides, liaise with academic departments
- 4 Serve on committees



BUT WAIT, THERE'S MORE!

I threw in everything I could to make myself a more valuable candidate.

MY LETTER, continued

Before obtaining my MLIS, I worked in the publishing industry—first as an editorial assistant and later as a layout professional—composing health sciences textbooks for Elsevier and chemistry and biology textbooks for Cengage Learning. As a senior compositor at Graphic World, I instructed coworkers, both individually and in group sessions, in the use of advanced software features. More recently, my work as a self-employed graphic designer has strengthened my independent judgment, communication, and collaboration skills. Furthermore, my active participation in professional and social organizations has fostered a deep commitment to service, and this volunteer work—in addition to my past employment as a bookseller—has provided multiple opportunities to engage with diverse populations.

▼ Included to improve marketability

PART OF JOB ANNOUNCEMENT

Required qualifications

- 1 Library degree
- 2 Oral & written communication
- 3 Emerging trends
- 4 Diverse populations
- 5 Academic resources and tools
- 6 Independent/collaborative

Preferred qualifications

- 1 Background in health sciences or sciences
- 2 Academic library experience

Responsibilities

- 1 Research assistance, instruction
- 2 Shifts at Public Service Desk
- 3 Select resources, prepare guides, liaise with academic departments
- 4 Serve on committees



ACING THE INTERVIEWS

Once you've wowed the committee on paper,
it's time to look ahead to the interviews.



PHONE INTERVIEW

Take the call in a quiet, comfortable spot.

People really can hear a smile.

Nerves are expected.

Consider working up an elevator pitch.

Be prepared to answer questions about
required and preferred qualifications.

If necessary, take a moment to
collect your thoughts.

Come up with a few questions for the committee.

Send thank-you note(s).



CAMPUS VISIT

Be prepared for a long day!

Perfect your handshake, remember to smile.

Review the job description and your
application beforehand.

Take notes.

Rehearse your presentation; anticipate questions.

Try to appear confident, even if you're not.

Project your voice, modulate your tone/pitch.

Reach out to references before committee does.

Send thank-you note(s).



OFFER THANKS

The job of job-seeking doesn't end with the interview! A thank-you note tells the search committee you remain interested after learning more about the position. And it's good manners!

AFTER PHONE INTERVIEW

I enjoyed speaking with you yesterday about the Reference Librarian I position at UMSL. The job seems to be an excellent match for my skills and interests.

I would enjoy many aspects of the position, including participating in departmental activities and serving on committees. I truly feel volunteerism is a great way to benefit an organization, and it's also one of the best ways to learn and grow as a person and make a measurable difference in the community. In the past, I've served as a Meetup organizer (two years in two different groups), as newsletter editor and president (two years each) of a local writers' group, as a summer intern at the St. Louis Psychiatric Rehabilitation Center, and as the Program Chair for the 2018 MLA Conference.

Thank you so much for your time and consideration. I am very interested in working with you and hope to have an opportunity to meet with you in person.

I enjoyed speaking with you yesterday about the Reference Librarian I position at UMSL. The job seems to be an excellent match for my skills and interests.

I would enjoy many aspects of the position, including creating and refining LibGuides. During my practicum at Fontbonne, I worked on several LibGuides and printed information literacy handouts. I know it can be a challenge to provide a summary of relevant resources that won't overwhelm the reader with too much information. (By the way, I looked at your Social Work LibGuide and really like the way you broke down how to define topics and search for articles.)

Thank you so much for your time and consideration. I am very interested in working with you and hope to have an opportunity to meet with you in person.

AFTER CAMPUS VISIT

Thank you so much for your warm welcome yesterday and for taking the time to meet with me. I really enjoyed speaking with the Search Committee about the Reference Librarian I position, learning more about UMSL and the work environment in the library, and meeting the rest of the staff after my presentation. I also appreciated the meals! Lunch at Maggiano's was a real treat; my second pasta dish was even better than the first!

I'm truly excited by the possibility of working with you and your colleagues. Yesterday's meeting reinforced my confidence that my skills and personality would allow me to excel in the position, and it's a challenge I'd be thrilled to take on.

Thank you again, and I look forward to hearing from you in a few weeks. In the meantime, enjoy your holiday preparations and please don't hesitate to contact me if you have any questions.

Thank you so much for your warm welcome yesterday and at Zia's the night before. I really enjoyed speaking with the Search Committee about the Reference Librarian I position and presenting to the staff. I also appreciated the tour! I know you didn't plan it, but I liked getting a look at your Canvas site and video tutorial. Your enthusiasm for your job is contagious!

I'm truly excited by the possibility of working with you and your colleagues. Yesterday's meeting reinforced my confidence that my skills and personality would allow me to excel in the position, and it's a challenge I'd be thrilled to take on.

Thank you again, and I look forward to hearing from Lindsay in a few weeks. In the meantime, please don't hesitate to contact me if you have any questions.



APPEARANCE MATTERS

Appearance is important, but that doesn't mean your documents should be flashy or extremely stylized. Keep the spotlight on *you!*

A white circle containing the letters 'Aa' in a simple, clean font, representing typography.

Aa

Keep it simple

Clean, easy to read, consistent font(s)



Create a “brand”

Harmony, consistency, psychology of color



Use templates

Good design, minimal effort



DESIGN TEMPLATES

These templates are often pretty showy, so you may need to pare them down. Remember, the focus should be on your accomplishments, not the design of your documents.

WEBSITE	DESIGNED FOR	BEST FEATURES	TEMPLATE CATEGORIES
Canva canva.com	Image-heavy creations and social media	Lots of assets (esp. images) Excellent for social media Many tutorials	Resumes Letterheads, letters Presentations Social media
Piktochart piktochart.com	Business communication and collaboration	Lots of icons Easy-to-build infographics Great support	Reports (incl. resumes) Presentations Social media
Venngage venngage.com	Marketing and external communication	Infographics Cartoon avatars (Premium)	Resumes Cover letters Presentations Social media
Flipsnack flipsnack.com	Catalog publishing	Digital flipbooks Analytics	CV & Resumes Letterheads

Examples

All of my documents—cover letter, resume, and reference list—had a similar look.
I chose blue because it suggests wisdom, competence, and serenity.

COVER LETTER

Judith A. Schmitt

October 29, 2018

Office of Human Resources
University of Missouri-St. Louis
1 University Blvd., 211 Arts Administration Bldg.
St. Louis, MO 63121-4400

Dear Hiring Manager,

I am writing to express my strong interest in the position of Reference Librarian I at University of Missouri-St. Louis (Job ID 28031). As a recent MLIS graduate with experience in an academic library setting and a background in the health sciences publishing industry, I am eager to share my skills with UMSL.

I obtained my MLIS in December 2017 after completing a library internship at Fontbonne University, At Fontbonne, I interacted with the library's diverse student population and helped them discern and fulfill their information and technology needs. I also gained familiarity with the library's print and electronic research tools—including databases, LibGuides, and other resource materials—and collaborated with the reference librarians to provide instruction. Since obtaining my degree, I have attended multiple webinars and conference sessions related to public service, reference, and academic librarianship in an effort to learn about emerging trends.

Before obtaining my MLIS, I worked in the publishing industry—first as an editorial assistant and later as a layout professional—composing health sciences textbooks for Elsevier and chemistry and biology textbooks for Cengage Learning. As a senior compositor at Graphic Worlds, I instructed coworkers, both individually and in group sessions, in the use of advanced software features. More recently, my work as a self-employed graphic designer has strengthened my independent judgment, communication, and collaboration skills. Furthermore, my active participation in professional and social organizations has fostered a deep commitment to service, and this volunteer work—in addition to my past employment at a bookseller—has provided multiple opportunities to engage with diverse populations.

Thank you so much for your time and consideration. I am certain I would be a valuable addition to the faculty at UMSL, and I hope I can meet with you soon to discuss the Reference Librarian I opportunity in depth.

Sincerely,



Judith A. Schmitt

Street Address - St. Louis, MO 63109
email@gmail.com • 314.555.0000

RESUME

Judith A. Schmitt

Reference Librarian I

PROFILE

Enthusiastic MLIS graduate with academic library experience and a background in health sciences and sciences publishing. Spent several years providing 1:1 and group instruction. Committed to a high level of service demonstrated through friendly, professional assistance.

314.555.0000
email@gmail.com
www.linkedin.com

SKILLS

Individual and Group Instruction
Interpersonal, Oral, and Written Communication
Organization
Collaboration and Teamwork
Problem Solving
Attention to Detail
Microsoft Office Suite
Springshare LibGuides
Adobe Creative Suite
G Suite

EDUCATION

Master of Library and Information Science
University of Missouri-Columbia, December 2017,
4.0 GPA

Bachelor of Arts, History
Missouri State University, Springfield, MO, May 1991,
cum laude

RELEVANT COURSEWORK

Reference Sources and Services
Information Literacy and Instruction
Managing Collections and Access
Special Libraries and Information Centers
Project Management

RELEVANT EXPERIENCE

Digitization Project Manager

Missouri/Kress Harty Library • Clayton, MO • September 2018-Present

- Perform copyright research; determine whether collection items are already available online; create scan count estimates and metadata schema
- Physically prepare items for scanning; coordinate with on-site digitization specialist
- Monitor progress and adherence to budget; update the library's board of directors

Graphic Designer/Composer/Proofreader

Self-employed • St. Louis, MO • November 2015-Present

- Collaborate with authors, publisher representatives, and fellow designers to compose local-interest books

Library Intern

Fontbonne University, Jack C. Taylor Library • St. Louis, MO • August-December 2017

- Provided reference assistance, technical help, and library orientation to students, faculty, and guests
- Supported reference librarians during instructional sessions; updated LibGuides and information literacy handouts
- Performed collections maintenance and cataloging tasks using Sierra LIS

Practicum Student in the Herman T. Pott National Inland Waterways Library

St. Louis Mercantile Library • St. Louis, MO • August-December 2017

- Processed and digitized materials; edited image files; created metadata; uploaded images to the digital library and social media
- Prepared research guides for elementary and middle school teachers using materials found in the Pott Waterways collection

Senior Textbook Composer

Graphic World, Inc. • Maryland Heights, MO • July 2004-November 2015

- Composed medical and hard science textbooks, solving layout issues both independently and collaboratively
- Juggled multiple concurrent projects, often incorporating XML while pagging
- Trained coworkers in use of advanced software features and DTP workflow
- Performed software demonstrations during high-profile customer visits

Book Designer/Editorial Assistant

Self-employed • St. Louis, MO • October 2001-October 2004

- Designed medical textbook interiors and covers; wrote meticulous design specifications
- Assisted in the preparation of text and art manuscripts

Editorial Assistant/Book Designer and Composer/Office Manager

Book Production, Inc. • Olivette, MO • September 1996-May 2001

- Designed and composed medical and nursing textbooks
- Proofread text edits; performed quality assurance for design and layout
- Assisted editorial staff with manuscript preparation and permissions verification
- Ordered supplies; scheduled meetings; prepared and shipped packages

REFERENCE LIST

Judith A. Schmitt

Street Address - St. Louis, MO 63109 • email@gmail.com • 314.555.0000

REFERENCES

Name One
Librarian III and Assistant Teaching Professor
University of Missouri-St. Louis
314.516.0000
email@umsl.edu

Name Two
Outreach and Archives Librarian
X University
314.555.0000
email@university.edu

Name Three
former coworker at Graphic World
Proofreader
Company Name
314.555.0000
email@company.com

Name Four
Production Manager
Company Name
314.555.0100
email@yahoo.com



EASY ON THE EYES

Here are a couple of examples of simple, nice-looking resumes.
They both exceeded one page, but that didn't bother us.



As an MLS graduate, I have experience in public and academic libraries as well as in the world of publishing and administrative work. I aspire to work in a library setting where I can have the chance to positively influence and help people be able to enjoy the library.

EXPERIENCE

JULY 2019 – CURRENT

ADMINISTRATIVE ASSISTANT, UNIVERSITY OF CALIFORNIA, BERKELEY LIBRARY

FEBRUARY 2016 – JULY 2019

LIBRARY ASSISTANT, UNIVERSITY OF CALIFORNIA, BERKELEY LIBRARY

Circulation duties, ILL, display creation, phone and online chat reference help.

OCTOBER 2015 – JULY 2019

REFERENCE LIBRARIAN, UNIVERSITY OF CALIFORNIA, BERKELEY LIBRARY

Reference in person, on the phone, and online. Creation of LibGuides. Collection development and weeding of outdated resources. Circulation duties. Knowledge of Sierra.

MAY 2013– JULY 2014

REFERENCE ASSISTANT, UNIVERSITY OF CALIFORNIA, BERKELEY LIBRARY

Circulation duties, Reference.

AUGUST 2009– MAY 2014

CIRCULATION CLERK, UNIVERSITY OF CALIFORNIA, BERKELEY LIBRARY

Circulation duties, Reference.

EDUCATION

DECEMBER 2012

BA IN ENGLISH, UNIVERSITY OF CALIFORNIA, BERKELEY

Minors in Central Eurasian Studies and History

MAY 2014

MLIS, UNIVERSITY OF CALIFORNIA, BERKELEY

Concentration in Youth Services



WORK EXPERIENCE

University of Oregon, Eugene, OR

Administrative Support Specialist – University of Oregon Library

Sep 2018 – Current

- **Administrative Support** for Dean of Libraries and Senior Leadership Team. Manage calendars, travel, correspondence, meeting agendas, and action items. Prioritize tasks, focus on strategic initiatives, utilize discretion and sound judgment.
- **Event Planning experience.** Secure space, ensure appropriate room set-up, select and order catering, arrange speaker travel, facilitate honoraria payment.
- **Process Improvement** concepts incorporated into daily operations to streamline administrative support, improve communication, reduce duplication of effort.
- **Change Management** and **Project Management** principles used to identify stakeholders, organizational impact, and barriers to change. As well as monitor engagement of staff and identify communication channels for audiences.
- **Financial Oversight** of University Librarian Accounts. Business intelligence platform and MS office business applications utilized to monitor accounts, prepare expense reports and approve monthly reconciliations.
- **Human Resources activities:** Onboarding, Promotion and Tenure tracking, Equity and Performance Review mapping, Recruiting, Hiring, Training, Timekeeping.
- **Leadership** characteristics displayed through consistent, clear communication; exhibiting behavior that elicits trust; demonstrating integrity and modeling organizational values.
- **Organizational Development** and training delivered through use of job aids, hands-on instruction, and different media forms such as YouTube and LinkedIn Learning. Monitor progress and provide feedback on process improvement, records management, and change management adoption.
- **Reference Assistance** provided virtually.
- **Commitment to Diversity.** Providing inclusive customer service to patrons from a variety of diverse backgrounds.

Outreach Assistant – University of Oregon Library

Aug 2017 – Sep 2018

- **Operations Assistance** provided daily: in-person, by telephone, and by mail.
- **Production responsibilities** of all deliverables for clients, including, but not limited to: Transcripts, Degree Verifications, and Certifications of Enrollment.
- **Document processing** activities: including education verifications for Federal Investigations Processing Centers and National Student Clearinghouse, and forms for creating and changing courses in the SIS Course Catalog.
- **Archiving,** researching, and imaging pre-1985 student records.
- **Instructional Design** experience in formatting guide for military-related students.
- **Commitment to Diversity.** Providing inclusive customer service to patrons from a variety of diverse backgrounds.



WHAT NOT TO DO

Our search committee found these submissions harder on the eyes.
White space is our friend, but double spacing is not.

Library Experience

Volunteer—*Library of Congress, Washington, D.C.*

August 2020-Present

- Volunteered for the By The People project
- Worked from home transcribing analog Library of Congress documents

Volunteer Page—

June 2019-March 2020

- Shelved and pulled library materials
- Checked in books
- Assisted with collection management
- Helped patrons find materials

Education

Master of Information in Library and Information Science

Graduated January 2020

Related Courses:

GPA: 3.8

- Organizing Information
- Reference Sources & Services
- Database Design and Management
- Information Technology
- Library Leadership
- Makerspaces
- Grant Proposals and Projects
- Cataloging and Classification
- Government Info and Resources
- Community Engagement
- Management Principles in Information Organization
- Project Management

Bachelor of Arts in Art and Visual Technology

Graduated May 2015

Other Studies

- Privately studied Collection Development and Management

Technical Skills

- Reference Skills, incl. Government Info
- Cataloging Skills
- Collection Development and Management
- Index Creation and Use
- Database Usage
- Organizing Information and Material
- Shelving and Pulling Library Materials
- Social Media (Twitter, Facebook, Instagram)
- Graphic Design
- Microsoft Word
- HTML and CSS
- Adobe design suite

Other Experience

Assistant to Search Committee—*August University, New Brunswick, New Jersey*

Sept. 2018-Dec. 2018

- Aided a search committee in selecting a new faculty member
- Synthesized material from over 100 applicants in order to speed up the search process

Virtual Assistant—*Freelance*

Oct. 2015-Aug. 2018, Oct. 2020-Jan. 2021

- Managed social media and increased audience on Twitter and Instagram
- Designed material including book covers and social media graphics using the Adobe Design Suite

Social Media Manager—

Apr. 2016-Mar. 2017

- Managed social media marketing for Ms. [redacted] various projects

Customer Service—

Aug. 2010-May 2011

- Effectively utilized a computer database for inventory
- Performed inventory
- Provided friendly and competent customer service by engaging with patrons
- Managed cash register

Volunteer Experience

Sept. 2017-May 2018

Sept. 2017-May 2018

Oct. 2009

Oct. 2009

I am writing in regard to the position of Reference Librarian I at University of Missouri—St. Louis and to put forth my candidacy for the position as advertised. Based upon the listed qualifications and duties, I believe I am a highly capable candidate for this position and hope you will agree.

While I am still relatively new to the profession, my educational and employment background prior to and during my ALA-accredited Master of Information Studies makes me well suited to this position. Additionally, I have a long history of building and maintaining relationships between students, faculty, and staff, dating to my own days as an undergraduate.

In my present position with *Travis Southern College (TSC)*, I have been working with different units to better assess what is needed in terms of new resources and accessibility to existing resources, which has included making extensive weeding recommendations and finding appropriate OER and OA sources.

In addition to teaching library instruction session for students in the dual enrolment program and first year orientation courses, I have also developed videos and education materials for asynchronous, remote learning about library resources and information literacy in my time at *TSC*. I have additionally identified potential avenues for inter-institutional collaboration once in-person activities resume.

At *Heritage Products*, I have provided research and reference services, both to on-site researchers and by phone. This has included conducted database and other relevant searches and directing users to resources outside the historical society as needed. As a volunteer with the *Reader Library*, I worked largely in circulation, including collecting data and providing reference and reader's advisory service in English and French.

Finally, I have some experience, both educational and professional, in records management, including migrating electronic documents and following retention policies.

Thank you for your time and consideration; I hope to speak with you soon.

Sincerely,

Nicole Goussard



ANOTHER NO-NO

This one was set entirely in small caps. That, along with the fact that the applicant clearly wanted a job in archives, took it out of the running.

05/03/2021
REFERENCE LIBRARIAN,
UNIVERSITY OF MISSOURI ST. LOUIS,
ST. LOUIS, MO.

LIBRARIAN SPECIALIZING IN DIGITAL ASSET MANAGEMENT
CULTURAL HERITAGE DIGITAL PRODUCTION, METADATA AND TAXONOMIES

TO THE OFFICES OF HUMAN RESOURCES AT UNIVERSITY MISSOURI ST. LOUIS :

MY NAME IS [REDACTED]. I AM WRITING TO EXPRESS MY INTEREST IN REFERENCE LIBRARIAN POSITION.

PROJECTS ARE MOST OFTEN SUCCESSFUL WHEN WORKFLOWS ARE DESIGNED TO COMPLEMENT THE NEEDS OF THE PRESENT INSTANCE AND FUTURE TRAJECTORY. THIS ETHOS HAS HELPED GUIDE MY PRODUCTION EXPERIENCES WITH THE CURATORS, STAFF, AND ARTISTS' AT [REDACTED]. GIVEN THE NUMBER OF MATERIAL REQUESTS, WE HAD TO CONSIDER THE DATA SWELL OF OUR DIGITAL ASSET MANAGEMENT SYSTEM. RATHER THAN CAPTURING TO THE HIGHEST STANDARDS UNILATERALLY, WE ADOPTED THE PRACTICE TO CREATE DIGITAL OBJECTS THAT ADHERED TO THE HIGHEST LEVELS OF DIGITIZATION AND DIGITAL PRESERVATION PRACTICES APPROPRIATE TO ASSETS. THE APPROPRIATE NATURE OF THE DIGITIZATION STANDARDS TO BE APPLIED WAS INFORMED BY TWO PARTS: THE NATURE OF THE ASSET TO BE DIGITIZED, AND THE END-USER. TO BE AN EFFECTIVE DIGITIZATION PRODUCTION TEAM THIS PRACTICE WAS MISSION-CRITICAL: THE BEST POSSIBLE USE OF SAMPLING FREQUENCY (SF) AND SPECIAL FREQUENCY RESPONSE (SFR) IS NOT ALWAYS ALIGNED WITH THE LARGEST USE OF SF AND SFR. AT A CERTAIN THRESHOLD, ALL YOU ARE ACCOMPLISHING IS CREATING A LARGER FILE, NOT A BETTER FILE. THE EFFECT OF THIS POLICY KEPT THE DATA SWELL OF ASSETS BEING DIGITIZED AND HELPED KEEP OUR DAMS LIGHT WITHOUT SACRIFICING CONTENT.

MY PROFESSIONAL CAREER HAS BEEN WITH ACADEMIC RESEARCH INSTITUTIONS, SPECIFICALLY WITHIN THE WORLDS OF DIGITAL ASSET MANAGEMENT AND METADATA DESCRIPTION AND CONTROL. I BELIEVE I AM AN IDEAL FORWARD-THINKING CANDIDATE TO HELP UMSL'S LIBRARY REFERENCE NAVIGATE THE CHALLENGES OF THE POST-PANDEMIC ACADEMIC LANDSCAPE.

THANK YOU FOR YOUR TIME,
[REDACTED]

05/03/2021
REFERENCE LIBRARIAN,
UNIVERSITY OF MISSOURI ST. LOUIS,
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CULTURAL HERITAGE DIGITAL PRODUCTION, METADATA AND TAXONOMIES

TO THE OFFICES OF HUMAN RESOURCES AT UNIVERSITY MISSOURI ST. LOUIS :

SKILLS

- CAPTURE ONE SOFTWARE
- PRICE ONE CAMERA SYSTEMS
- CANNON CAMERA SYSTEMS
- NIKON CAMERA SYSTEMS
- ISO:5001:2015 QUALITY STANDARDS
- ADOBE PHOTOSUITE
- MICROSOFT OFFICE SUITE
- GOLEEN THREAD IMAGE VALIDATION
- SEVENFOOT IMAGE VALIDATION
- MIDOC AUTOMATED SOFTWARE
- SCRUM PROJECT MANAGEMENT
- AGILE DEVELOPMENT
- SHARAFI/AWS DIGITAL ASSET MANAGEMENT SYSTEM
- WIDEN DIGITAL ASSET MANAGEMENT SYSTEM
- WORDPRESS WEB CONTENT MANAGEMENT
- DIGITAL WEB CONTENT MANAGEMENT
- MANC21, RDC, EAD, AND DUBLIN CORE METADATA STANDARDS

PROFESSIONAL AFFILIATIONS

- PRESIDENT** // September 2013 to 2015
American Society for Quality
- VICE PRESIDENT** // October 2012 to August 2013
American Society for Quality
- STUDENT ADVISOR** // September 2009 to January 2010
American Society for Quality

- MEMBER** // September 2009 to Present
Society of American Archivists
- MEMBER** // 2014 to Present
American Library Association
- MEMBER** // November 2018 to Present
American Society for Quality

PUBLICATIONS

- RESEARCHING THE HISTORY OF THE UNIVERSITY OF MISSOURI ST. LOUIS
[REDACTED]
- RESEARCHING THE HISTORY OF THE UNIVERSITY OF MISSOURI ST. LOUIS
[REDACTED]
- RESEARCHING THE HISTORY OF THE UNIVERSITY OF MISSOURI ST. LOUIS
[REDACTED]

EXPERIENCE

DIGITAL ASSET SPECIALIST

[REDACTED] // August 2019 – May 2020

LEAD FOR DIGITAL ASSET MANAGEMENT (DAM) PILOT PROJECT. ESTABLISHED TAXONOMIES IN ACCORDANCE WITH INDUSTRY BEST PRACTICES AND END-USER AND INTERESTED PARTIES' EXPECTATIONS. SET UP PRODUCTION WORKFLOWS IN LINE WITH ISO: 5001:2015 INCLUDING DOCUMENTATION VERSIONING CONTROL AND WORKFLOW ASSESSMENT SCHEDULES. MIGRATION AND METADATA CLEAN-UP FOR OVER 1,500 LEGACY ASSETS TO NEW DIGITAL ASSET MANAGEMENT SYSTEM. ONBOARDING PUBLIC RELATIONS STAFF, INTERESTED PARTIES, AND END-USERS TO NEW DAM FUNCTIONALITY AND USABILITY.

QUALITY PROCESS ANALYST AND METADATA SPECIALIST

[REDACTED] // May 2018 – August 2019

QUALITY MANAGEMENT LEAD FOR DIGITAL PRODUCTION AND PROCESSING PROJECTS. MANAGED PRODUCTION NON-CONFORMING EVENT REPORT, FOLLOW UP, AND ROOT-CAUSE ANALYSIS. RESPONSIBLE FOR WORKFLOW DOCUMENTATION VERSIONING CONTROL. LEAD TESTER FOR FRONT AND BACKEND INSTANCE OF REPOSITORY APPLICATION.

DIGITIZATION AND METADATA SPECIALIST

[REDACTED] // August 2015 – May 2018

DIGITIZED CULTURAL HERITAGE ASSETS IN ACCORDANCE TO FADGI GUIDELINES. CALIBRATED AND MAINTAINED VERSIONING AND CAPTURE HARDWARE. CREATED ITEM-LEVEL METADATA FOR IMAGES IN AVAION-BASED REPOSITORY; PUBLISHED METADATA FOR NEARLY 5,500+ RECORDS WITH SUBJECT-HEADING ANALYSIS. PROCESSED OVER 3,000+ TITLES OF BRITTLE BOOKS AND THEIR SUBMISSION TO HATHI TRUST PARTNERSHIP RESEARCH INSTITUTION.

TECHNICAL SERVICES ASSISTANT

[REDACTED] // June 2012 – August 2015

FACILITATED ACCESS SERVICES FOR LIBRARY INFORMATION COMMONS AND DEPARTMENT REFERENCE DESK; STUDENT, FACULTY, AND VISITING SCHOLARS CUSTOMER SERVICE CONTACT POINT. FACILITATING COLLECTIONS AND ONLINE RESOURCES NAVIGATION THROUGH REFERENCE INTERVIEWS. CREATED ITEM-LEVEL FINDING AIDS AND MAINTAINED SERIAL AND MONOGRAPH MARC RECORDS.

EDUCATION

MASTER OF LIBRARY SCIENCE

[REDACTED] // DECEMBER 2010

CONCENTRATION IN RARE BOOKS AND ARCHIVAL THEORY
CERTIFICATE IN ARCHIVING AND RECORDS MANAGEMENT

BACHELOR OF ARTS

[REDACTED] // DECEMBER 2006

CONCENTRATION IN POSTMODERN PHILOSOPHY
CONCENTRATION IN COMPARATIVE LITERARY CRITICISM



SO MUCH UGLINESS

This is bad—in so many ways. Sadly, it’s a CV
and continues for another 9 pages.

Jane M. Doe

example@gmail.com

Researcher Links:

<https://scholar.google.com/citations>
<http://orcid.org/0000-0000-0000-0000>
<https://www.researchgate.net/profile/example>
[LinkedIN](#)

www.linkedin.com/in/example

Online Teaching Example:

<https://youtu.be/example>

Overview

- Academic Librarian Subject Specialization in Instruction/Building an Information Literacy Program and Creating Academic Partnerships (10 years)
- General reference and instructional academic experience spanning over 22 years.
- Adept at employing new technologies in the provision of new reference and instruction services evidenced by over twenty academic conference presentations. Recently I used LibWizards to create online tutorials for COVID 19 online classes.
- <https://university.libwizard.com/#/English>
- Two ACRL online instructional design awards for instruction tutorials
- Proven track record of creating over ten new cross-campus partnerships between the Library and Academic Divisions.
- Subject Specialization
 - Communication and Psychology/Nursing and English/ Writing Across the Curriculum
- Expertise in Legal and Medical Research

Education

Graduate work:

- University of State at City-Graduate School of Edu. & Information--1999
[Masters in Library and Information Science](#)

Undergraduate work:

- University of State at City- College of Letters and Sciences--1995
[Bachelor of Arts in English Literature & Women's Studies](#)

Work Experience

Example State University

[Fake Name University Library](#)

Title:

Reference and Instruction Librarian: Lead Instruction Librarian & Subject Specialist for Communication, Education, & Psychology/Nursing

(Temporary Full Time Contract)

Supervisor: Mary Jones-Smith, University Librarian

August 2019-November 2020

- Provide general reference services via phone, electronic, and in-person at the desk.
- Search e-databases & use print or other library materials to provide information.
- Teach classes,tours/orientations & provide virtual via [Blackboard Collaborate \(ULTRA\)](#).
- Create tutorials with assessment using LibWizards for students.
- Participate in collection development and assess collection use.
- Create [17 Libguides](#) to support subject liaison work and teaching.
- Serve as liaison to 25 programs:
 - Communications (B.A.)
 - Counseling (B.A.)
 - Education Studies and Leadership (B.A.)
 - Teaching, Learning, and Professional Development Studies (B.A.)
 - Behavioral Sciences and Human Services (B.A.)
 - Nursing (B.A.)
 - Psychology (B.A.)
 - Social Work (B.A.)
 - Counseling Psychology (M.A.)
 - Educational Leadership (Ed.D.)
 - Elementary & Secondary School Administration (M.Ed.)
 - Elementary Education (M.Ed.)
 - English (M.A.)
 - Human Resource Development (M.A.)
 - Management Information Systems (MIS)
 - Mental Health Counseling (M.A.)
 - Nursing (MSN)
 - Organizational Communications (M.A.)
 - Public Administration (MPA)
 - Reading Education (M.Ed.)
 - School Counseling (M.Ed.)
 - School Psychology (M.A.)
 - Secondary Education (M.Ed.)
 - Special Education (M.Ed.)
 - Teaching (MAT)

The Library of Congress

[Congressional Research Service](#)

The Congressional Research Service works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative

Questions?



ICON ATTRIBUTION



clover

clover by Aldric Rodríguez from the Noun Project



brand

Icon made by photo3idea-studio from www.flaticon.com



puke

puke by Andi from the Noun Project

Thank you,
and **good luck**
with your search!

j.schmitt@umsl.edu

