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Activity 1

What cover letter “rules” have you heard?

ie. “every cover letter should...”

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.....
.....

Participate on *Poll Everywhere*

<http://bit.ly/ocl-rules>

or text 97584 and your
message to 37607



Activity 2 - Lessons from successful cover letters

Look at successful cover letter examples from Open Cover Letters.
What makes them sing?

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Would you want to interview this candidate? Why?

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Activity 3: Deconstruct a job ad

Divide into groups (4-5) with a job ad

What are the top 3 qualities of the ideal candidate for this job?
What is the search committee looking for?

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Activity 4: Reflect on your strengths

Take a few minutes and write down 5 reasons you're awesome

Prompts	
	Something great you did before grad school
	Your biggest accomplishment in library school
	Why you'd be easy to work with
	Your greatest skills and talents

1.

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2.

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3.

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4.

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5.

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Activity 5: Share your cover letter

Share your cover letter with others at your table. Offer the following advice:

Does the cover letter properly convey the writer's awesomeness?

How well does the cover letter specifically address the job ad?

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Websites

Open Cover Letters - Anonymous cover letters from hired librarians

<http://www.opencoverletters.com>

I Need a Library Job - A comprehensive listing of library and information science jobs, and interviews with recently hired librarians.

<http://www.inalj.com>

Hiring Librarians - Interviews with library hiring managers

<http://www.hiringlibrarians.com>

Hack Library School - Website by, for and about library school students.

<http://hacklibschool.wordpress.com/>

Books & Articles

Neely, Teresa. *How to Stay Afloat in the Academic Library Job Pool*. ALA Editions. 2011
ISBN-13: 978-0-8389-1080-1

Applegate, Rachel. "Resumes and Cover Letters." *Indiana Libraries* 28.2 (2009): 28-35.

<http://hdl.handle.net/1805/2007>

Benjes-Small, Candice, et al. "Job Hunting: What Search Committees Want You to Know."
ACRL Proceeding. 2011

http://www.ala.org/acrl/sites/ala.org/acrl/files/content/conferences/confsandpreconfs/national/2011/papers/job_hunting.pdf

Engelson, Leslie. "Advice From a Search Committee Member." *Library Journal*. April 19 2012

<http://lj.libraryjournal.com/2012/04/opinion/backtalk/advice-from-a-search-committee-member-backtalk/>

