

Cover letters and CVs for Academic Positions

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Academic Jobs

**Establish yourself as an Academic Librarian
Think like one when you apply!**



Who is your Audience for academic jobs? - the search committee will be Librarians and PhD's. And your lifelong colleagues will be the same people!

Focus of their work is: Teaching, Research and Service

For Librarians takes different forms - i.e.: Research can take many different forms
Research: grant writing, trade publications, workshops, evaluation of resources...

Different types of Academic Librarians, at different institutions some are faculty, some are staff, some are tenure track, some are non tenure track

Figure out what the institution values?

Try to get your hands on these documents when you are crafting your application
**communicated in the Tenure, Promotion and Contract renewal documents or
sometimes in the workload policies, and in mission and vision statements**

Establish a “your” field of expertise

- just like other faculty who are experts in their field, you will become one too.

7 areas of librarianship / Aspects of Librarianship @ Manoa

Collection Development

Bibliographic Control

Public and Reference Services

Instructional Services

Administration and Management

Information Technology and Library Automation

Research, Service, Creative Contributions, and Other Teaching Activities

Cover Letters

Cover letters show that you meet all of them - cover letter gets you in the door

Must craft an **individual cover letter** for each job - never send a mass cover letter!

In the letter BRAG! If you don't everyone else will!

Tell how you meet ALL the MQ's with Specific Examples - or you won't be considered - even if you have other great experiences

There REALLY are a large number of applications for jobs, committees may use a check sheet to go through the MQ's and DQ's to remove candidates from the pool right away (esp. Hawaii)

Tell DQ's if you have them

[Jen Sample Cover](#)

[Carol Cover Letter](#)

CV's

Curriculum Vitae (unlimited number of pages) vs. Resume (usually brief - not usually used in academic)

Group your experiences in a scholarly style - based on what you think the values of the institution - Education, Teaching, Research and Service

**Don't just tell what you did but how you did it, what was the impact/outcome?
Why was it important - the so what!**

[Jen CV Current](#)

[Carol CV Current](#)

The Secret Stuff

Don't wait till the last minute to apply - Don't be late

As soon as the position closes the academics want to get going on finding someone...

Faculty are usually overworked - they want to choose a colleague fast and it takes a really long time already about 6 months for the whole process.

*it says continuous in case the position doesn't get filled and then they can go back to the pool to interview... not so that you can keep applying after the closing date

EEO Training:

Selection committee is not supposed to look at social media EEO - however people know people

Don't rely on your LinkedIn but don't let it go...just in case

Be careful of Social Media and your brand/image

Don't get discouraged ! Lots of "things" are going on behind the scenes

"I have not failed. I have just found 10,000 ways that will not work" ~ Thomas Edison

Contact Us



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