

# Successful job searching

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Applications, Cover Letters, Résumés and  
References



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# Introduction

Melissa Lockaby  
University of North Georgia  
Collection Management Librarian  
Associate Professor

## Employment Application

NAME: [Redacted] TITLE: [Redacted]  
ADDRESS: [Redacted] CITY: [Redacted] STATE: [Redacted] ZIP: [Redacted]  
PHONE: [Redacted] FAX: [Redacted]  
EDUCATION: [Redacted]  
EMPLOYMENT HISTORY: [Redacted]

POSITIONS HELD: [Redacted]  
EMPLOYERS: [Redacted]

Melissa K. Lockaby, M.P.A., M.S.L.I.S.A.  
Address:  
City, State, Zip  
Phone Number ( ) \_\_\_\_\_

Robert Paul Wynn  
Professional Title:  
Address:  
City, State, Zip  
Phone ( ) \_\_\_\_\_

Ernie John Poo  
Professional Title:  
Address:  
City, State, Zip  
Phone ( ) \_\_\_\_\_

John [Redacted]  
Professional Title:  
Address:  
City, State, Zip  
Phone ( ) \_\_\_\_\_

Melissa K. Lockaby, M.P.A., M.S.L.I.S.A.  
Address:  
City, State, Zip  
Phone Number ( ) \_\_\_\_\_

1. Association, Foundation of Organizational Change Process 2010,

Professional Experience

Michigan, GA Associate Professor, Collection Management Librarian and  
in Fall/December 2010, presented at Collection Management Librarian and  
in October 2010 presented Presentation to Associate Professor and

1 year of Collection/Reference contact, manage research, coordinate access, and  
Librarian contact contacts and Collection Development workflow (including  
of process, service present papers, and disseminating research).

Instruction Librarian on the DigiLibrary Campus providing in-depth evaluation,  
acquisition, re-evaluating system, and supporting professional activity  
of Librarian for UNO, for example, create publishing opportunities via 18  
monthly budget, developed strategies for building, maintaining, and working

Reference: added as support for Academic year 2010  
Melissa K. Lockaby, M.P.A., M.S.L.I.S.A.  
Address:  
City, State, Zip  
Phone Number ( ) \_\_\_\_\_

October 10, 2012

Hiring Manager Name, Job Title  
Company Name  
Company Address  
City, State, Zip

Re: Manager, Library Collection and System Integration  
Dear Hiring Manager,

I am delighted to be applying for the Manager of Library Collection and System Integration with the  
Library. My current position and previous experience as a Librarian working with research, instruction,  
development, and acquisition paired with my background in a business administration will allow me to  
bring a diverse skill set to the role. The opportunity to become a member of your team is an honor  
to apply the knowledge of what I believe are in order to support the mission and vision of your organization  
after I have joined.

As Collection Management Librarian with the University Library, I have an in-depth knowledge of  
acquisition through my vendor platform as well as negotiating new contracts, materials and coordinate  
related issues with 20+ different publishers. Working closely with vendors is an asset. I have also  
experience of a publishing with experience other than a print sales relationship, allowing for a collaborative  
team approach. The complete package has led to significant cost savings in the past year for  
the books, Ebooks, and Ebooks sales.

Taking the University's business as our end goal, the vendor book purchasing platform has also been  
efficiency. Reference contact areas have developed purchasing and reference development processes  
center around a systematic approach. For Vendor, my experience in creating their distribution  
handles and the ability to manage processes and provide the requested technical support to vendors  
as well as internal team members from various other areas.

Managing operations and making connections between individuals adds value to the  
In all phases of the library building team in the University, I have worked from the planning  
development and implementation, user present training, and equipment use to address workflow  
development and managing information access. Collaborating through project with different  
departments and out of control when offering creative solutions.

Thank you for your consideration, and I appreciate your time in reviewing my application. I look forward  
speaking with you about the Manager of Library Collection and System Integration position. I will  
be happy to provide further information or answer any questions you may have.





# overview

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- Why are employment applications wanted and are they necessary?
- How do I get noticed?
- Do I have to write a cover letter?
- Résumé versus CV?
- Who should be references?



# Applications & Résumés

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- Applications are legal documents
- Résumés – adjust/edit for every position; no one-size fits all résumé
- Application systems – key words



Photo by Markus Winkler on "Upsplash" - [https://unsplash.com/photos/XKKuY4ottJ0?utm\\_source=unsplash&utm\\_medium=referral&utm\\_content=creditShareLink](https://unsplash.com/photos/XKKuY4ottJ0?utm_source=unsplash&utm_medium=referral&utm_content=creditShareLink)





## Formatting

Keep it simple



Not a legal  
document

Be careful

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# Résumés & CVs

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Revise for  
each job

Change for each application



content

To include or not to include

# Applicant Tracking Systems

Online Applications  
Key Words/Data Mining  
Getting Noticed



# Cover Letters

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- Are cover letters necessary? Does anyone read them?
- What do I say?
- Tailor cover letters for each job. No blanket cover letters.



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## What is it?

Are they necessary?



## Complements Résumé/CV

Highlight points from résumé

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# Cover letters

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## Revise for each job

Change your cover letter



## content

What to include

# Why?

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Does anyone read them?  
Can I skip writing a Cover Letter?



# References

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- Be sure to ask each of your references
- Notify each reference when you apply
- Change your references depending on position



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**Who?**

Who are the best references?



**How many?**

How many references?

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# Reference List

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**Revise for  
each job**

Change references based on job



**Ask your  
references**

Inform your references



# Final Tips

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- Follow directions
- Salary requirements
- Do your research
- Provide everything required

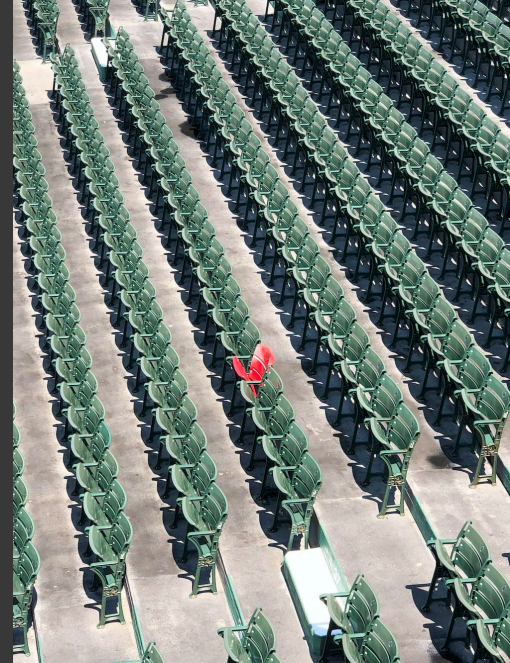


Photo by Robert F. on "Unsplash" -  
[https://unsplash.com/photos/fAq3Wmw7jRE?utm\\_source=unsplash&utm\\_medium=referral&utm\\_content=creditShareLink](https://unsplash.com/photos/fAq3Wmw7jRE?utm_source=unsplash&utm_medium=referral&utm_content=creditShareLink)



# Problem

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Mercury is the closest planet to the Sun and the smallest one in the Solar System—it's only a bit larger than the Moon. The planet's name has nothing to do with the liquid metal

# Questions

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# Thank You

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Melissa Lockaby

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