

Cover Letters 101

ARLIS/NA Mentoring Subcommittee

Wednesday, March 8th, 2023 | 4pm ET/1pm PT

Agenda

How we will spend our time today.

- I. Welcome!
- II. Introductions & Cover Letter
Tips from the Subcommittee
- III. Workshopping in Breakout
Rooms
- IV. Closing Thoughts & Questions

Welcome!

The ARLIS/NA Mentoring Subcommittee is an offshoot of the Professional Development Committee. We are responsible for facilitating the Year-Long Mentorship Program offered by ARLIS, and we are venturing into career-oriented programming, as well.

Please share your thoughts about this program with us! Use the survey linked below and in chat to do so!

<https://forms.gle/BPD6c5EydCVdipmp9>

Tips from the Subcommittee

Anna Boutin-Cooper, Chair
Research & Instruction Librarian
Westfield State University

Shannon Robinson
Head, Architecture & Fine Arts Library
USC

Virginia Seymour
Head Librarian of Research and Instruction
SCAD

Beth Shoemaker
Head, Bibliographic Services
Victoria University in the University of Toronto

Jason Speck
Head of Archives and Special Collections
Hillwood Estate, Museum and Gardens

Anna's Tips

- Copy language from the job ad
- Apply widely
 - Use your cover letter to convince
- Always double check spelling & grammar
- Have a friend or colleague proofread for you, if you have the time!



Shannon's Tips

- ★ Cover letters are about your your future
- ★ Copy the job ad into a document and use it to begin writing
- ★ Open Cover Letters is defunct but useful

While earning my library degree, I was the Access Services Librarian at [REDACTED]. Since then, I have worked as a subject librarian at [REDACTED], and currently at the [REDACTED]. At [REDACTED], I supervised full-time staff and student workers and was responsible for general facilities and stacks maintenance. In my current position, I manage full-time bargaining unit staff who are responsible for circulation, resource sharing, course reserves, and student worker supervision.

I have extensive experience in library operations management. At [REDACTED], I supervised full-time staff and student workers and was responsible for general facilities and stacks maintenance. In my current position, I manage full-time bargaining unit staff who are responsible for all aspects of access services and I oversee library student interns. My role as an Assistant Director also encompasses facilities management, space planning, technology lending, and website development.

inventory???

Supervising bargaining unit staff and library student interns

I have also directly supervised student workers

Managing daily operations

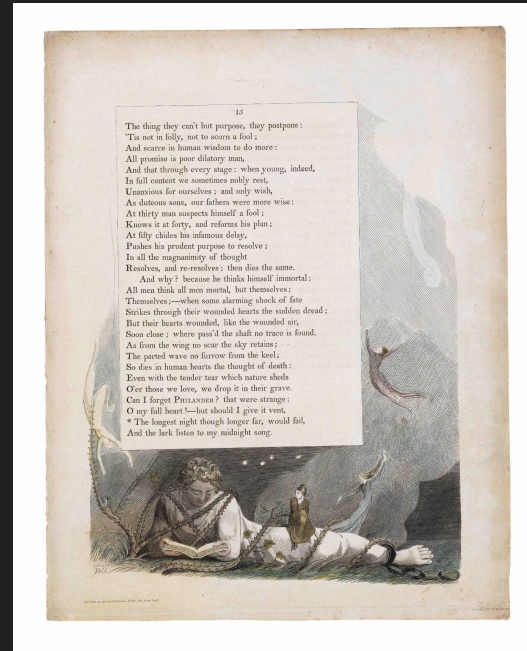
I believe assessment strategies are most successful when they are integrated into departmental workflow.

Facilities

Materials Library | Image collections = working with the new Materials & Images Librarian

Beth's Tips

- ★ Be yourself (the professional version of you!)
- ★ Give yourself time to write and revise
- ★ Read your letter out loud to yourself or others
- ★ Use consistent style and attention to details



Hand colored plate
from William Blake
Night Thoughts, 1797

Melissa Sweet, A
Garden Companion,
1984



Virginia's Tips

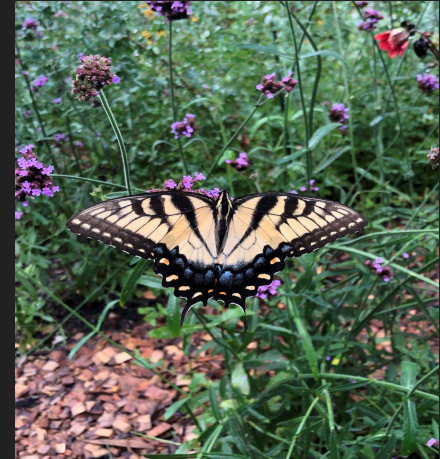
- ★ Inspire imagination: what working with you would be like?
- ★ Give them a sense of why you're a good fit (and why they're a good fit for you!)
- ★ Don't restate your resume.
- ★ Be confident!



Savannah College of Art and Design

Jason's Tips

- ★ Research the institution. Saying "I saw this on your website" sends a message you're invested.
- ★ Brevity is Clarity. No more than a page, hopefully less.
- ★ Look at your letter from the hiring manager's point of view--would you pass yourself on for a phone interview?



Thank you!

Please remember to fill out our survey about this program.

You can also email Anna with any questions or concerns:

anna.boutin.cooper@gmail.com