

# HOW TO GET A JOB LIKE A BOSS

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# OVERVIEW

- Before the search
  - Internships
  - References
  - Networking
- Resumes and cover letters
- The hunt
- The interview

# BEFORE THE SEARCH

## ■ Internships

### ■ Allow opportunity to:

- Use the skills you have learned in the classroom
- Network with professionals in cultural institutions
- Learn new skills
- Improve your resume
- Provide student with a mentor

- <https://www2.archivists.org/sites/all/files/BestPract-Internships.pdf>

## ■ A good internship will:

- Provide intern with an opportunity to experience a extensive range of activities and skills
- Take intern's past experience into account
- Schedule regular performance reviews
- Will be clear of what is expected of intern



**KEEP  
CALM  
AND  
BE A  
*SUPER*INTERN**

# BEFORE THE SEARCH

## ■ References

### ■ Who to ask?

- Internship supervisor, professors, supervisors from both paid and volunteer positions, or a friend

### ■ What to ask?

- Be sure to clear that you are looking for a good recommendation. You want to know if they are not willing to provide a glowing recommendation.

### ■ When?

- If they have to write a letter, give them at least a weeks notice.

### ■ How?

- In person
- Email
- Phone

# BEFORE THE SEARCH

- **Networking**
  - Start while still in school
  - Part-time work, volunteering, and internships
  - Join professional organizations
    - SAA
    - AASLH
    - AAM
    - State / Regional groups
  - Conferences

# RESUMES AND COVER LETTERS

## ■ The Resume

### ■ What do you include?

- Career summary
- Education history
- Include work experience that matters to the job
- Skills
  - Exhibits? Digitization? Knowledge of DACS / EAD?
- Professional organizations
- Multiple ways of contact
- Do not include references in resume

# RESUMES AND COVER LETTERS





# RESUMES AND COVER LETTERS

- **Formatting matters**
  - Use italics and bold consistently
  - Choose your font wisely
    - Easy to read fonts
  - Use bullet points
  - For a recent grad a chronological format is best

# RESUMES AND COVER LETTERS

- Resume No-Nos
  - Unprofessional email
  - Old experience / unrelated experience
  - Anything from high school
  - Home Address if applying for job far away



# RESUMES AND COVER LETTERS

- Cover Letter
  - Do your homework
  - Know the job description
  - Keep under a page
  - Customize the letter for each application
  - It is your opportunity to show more of your personality



# RESUMES AND COVER LETTERS

- How to organize the letter
  - Opening paragraph
    - Include how you heard about the job
    - Give a brief description of who you are.
      - (A recent graduate of \_\_\_\_\_ School of Library Science)
  - Body
    - Show how your education and experience suit the requirements of the position
    - Tell them how you will be helpful to their organization
    - Pick out two or three skills to elaborate on
  - Ending
    - Call for action – politely request an interview
    - Mention other included materials
    - Thank the reader for their time

# THE HUNT

- Social media
- Take time to assess your goals
- Schedule time into your schedule for job hunting and applications
- Contact people in your network



# THE HUNT

## ■ Where?

- SAA
- MAC
- AASLH
- ALA
- USAJobs.gov
- ARMA
- Archives gig
- Your alma mater's Facebook group
- State archives groups
- LinkedIn
- Indeed



*"Someone important is bound to see my resume now!"*

# APPLICATION

- Follow directions
- Get application in on time
- Keep track of all jobs you have applied to
- Be patient

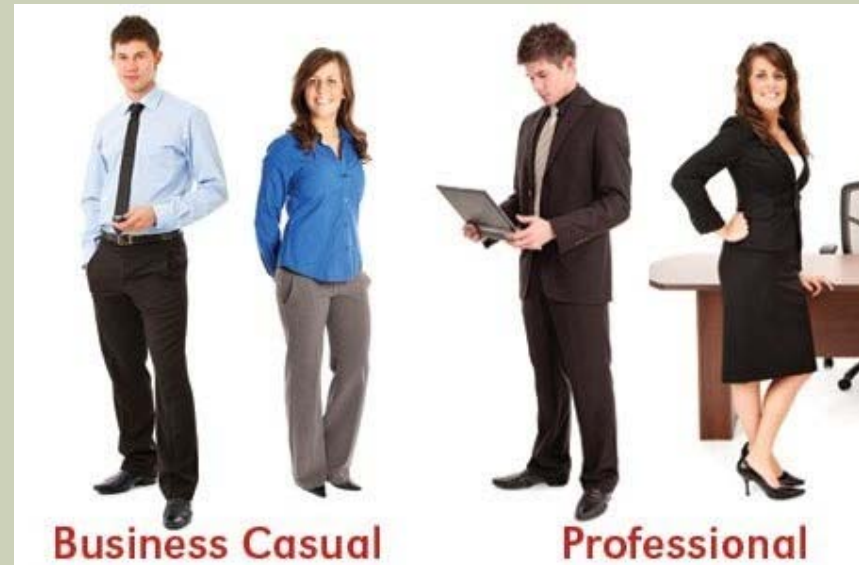
# INTERVIEW

- Before
  - Research the organization
  - Practice
  - Identify your skills
    - Why do you want this job?
  - Be ready to answer the common interview questions
  - Prepare questions for the interview



# INTERVIEW

- What to wear?
- What not to wear?



# INTERVIEW

- Night before the interview
  - Review your application materials.
  - Know the route
  - Make sure to dress professionally
- Have the following items prepared: Multiple copies of your resume
  - 3-4 professional references (separate from your resume)
  - Notepad
  - Pens

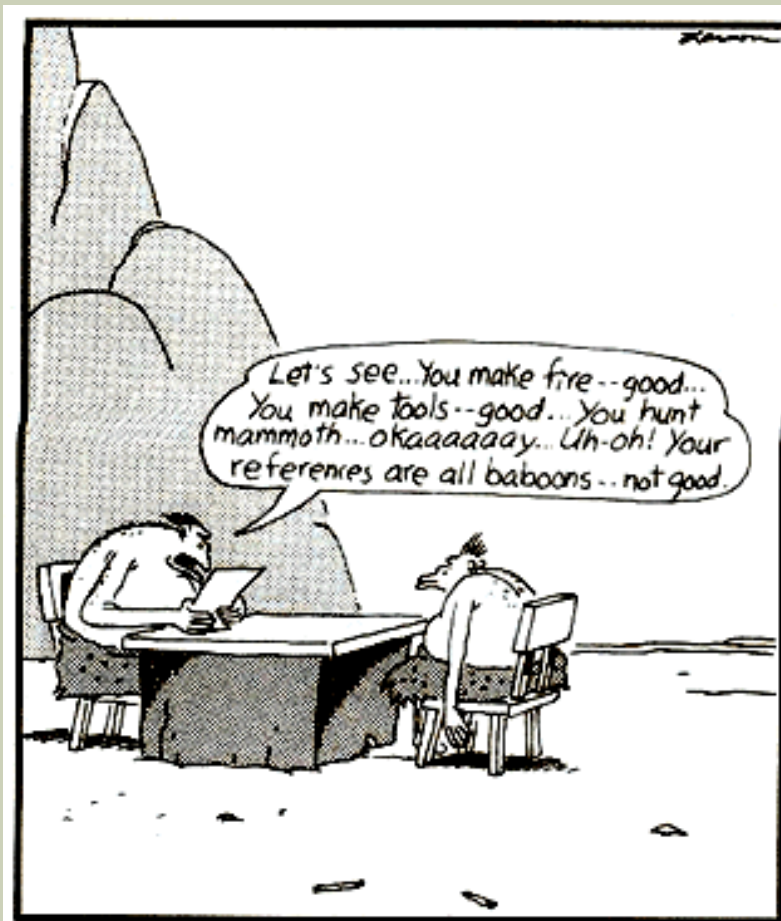
Try to get a good night's sleep

# INTERVIEW

- Day of
  - Arrive on time, 10 or so minutes early
  - Be polite and professional to everyone you meet
  - Turn your phone off
  - Smile

## Answering questions

- Always be positive



Primitive resumes

Credit Gary Larson

# INTERVIEW

- **Body Language**
  - Sit up straight to convey confidence
  - Hands – don't fidget
  - Eye contact
  - Language – Use good grammar, be clear, try to refrain from um and like
    - No swearing!

# INTERVIEW

- Listen to the questions you are asked.
  - Active listening
- Be sure to answer the question.
- Keep answers concise.
- Tell them how your skills meet the qualifications
- Be positive
  - Don't talk yourself down



# INTERVIEW

- **Helpful hints**
  - Get everyone's name and contact info
  - Learn their names
  - Send the thank you note
    - Regular mail or email
  - Not sure if you have met them before
    - "It is nice to see you."
  - Never doubt the importance of a good handshake

# INTERVIEW

- **After**
  - **Send that thank note**
  - **Contact employer once about job after the timeline**
  - **If offered the job on the spot, tell them you will need two days to consider it**
  - **Evaluate how you can improve skills**