

Resume/Cover Letter Review Program: A New Partnership Between the OLA Membership Committee and the New Member Round Table

Program description:

This program is designed to provide guidance for OLA Members seeking positions within libraries and/or the information professional field. Resume review is intended to be a short-term partnership focused on providing feedback to the OLA Member seeking review. For those seeking a longer-term supportive relationship, the OLA Mentoring Program is open to all early-career library staff.

Volunteer reviewers will evaluate the applicant's resume and representative cover letter and provide advice on these documents. In addition, the reviewer can assess any possible experiences or skills that might the applicant more marketable for a desired position.

Recruitment for volunteer reviewers and review-seekers will take place on a quarterly basis:

- Fall - Virtual Participation (i.e., via email, Skype, Hangouts, etc.)
- Winter - Virtual Participation (i.e., via email, Skype, Hangouts, etc.)
- Spring - In-Person Participation to be held at the OLA Annual Conference.
- Summer - Virtual Participation (i.e., via email, Skype, Hangouts, etc.)

Reviewers and applicants can communicate via whatever modality (email, phone, web conferencing, etc.) is mutually agreed on. However, in the Spring, reviews will be made only in-person at the Oregon Library Association Conference.

Criteria for being a resume reviewer:

- OLA Member.
- Preferred qualities include:
 - Recent experience on hiring and/or interview panels;
 - Currently in a position which often reviews candidate applications, such as a management position.
- Ability to provide feedback to the OLA Member seeking review.
- Filling out the [Volunteer Form for Resume Reviewers](#)

Criteria for getting a review:

- OLA member.
- Preferred qualities include:
 - Emerging information professional.
 - Recent MLIS graduate or currently enrolled in MLIS program.
- Ability to receive feedback from the OLA Member providing review.
- Filling out the [Form for Resume Review Seekers](#)

Instructions for Face-to-Face Reviewing at the OLA Conference:

For Reviewers:

We will be recruiting for reviewers prior to the OLA Annual Conference. A Google Doc will be available with 30 minute time slots in which reviewers can sign up. Please sign up for as many or as few times as you'd like. If someone has signed up for your time-slot prior to the conference, you should receive an email from them with the documents they want you to review. If not, you may be asked to review a resume and/or cover letter and share your advice during your 30 minute time slot.

Please try arrive a few minutes early for your scheduled time slot. You can provide feedback on format, grammar, punctuation, and overall strengths and weaknesses of the resume and cover letter as well as suggestions for skills and experiences that might make the reviewee more marketable for their desired position.

For Reviewees:

A schedule of reviewers (with library type and specialization) will be posted on the OLA website a few days prior to the conference. You can book a time prior to the conference. Appointments will fill up quickly, so be sure to make an appointment as early as you can. If there are open slots by two days before the start of the conference, those will be saved for walk-ins, and walk-ins will be reviewed on a first-come-first-served basis.

If you signed up for a slot before the conference, please send your reviewer a copy of your resume and/or cover letter. If you are applying for a certain job, you may want to share a copy of the job ad as well. If you are coming in as a walk-in, please bring a few copies of the document(s) you want reviewed. Note: do not submit more than one cover letter for review.

Please try to be a few minutes early for your appointment at the Resume Review Service (located ____). If you are more than 5 minutes late, we cannot guarantee that your appointment will be held. Should you need to cancel or reschedule an appointment, please stop by and let us know.

Appointments are 30 minutes long. Your reviewer will probably ask you a few questions and may comment on format, grammar, punctuation, and overall strengths and weaknesses of your documents. They may also suggest skills and experiences that might make you more marketable for your desired position.

Please be courteous and keep your meeting to the 30 minute limit.