

REVIEW YOUR RÉSUMÉ

The job hunt can be a challenging and stressful process for anyone, especially for new graduates. The library and information profession, though, has a generous and supportive community at hand, ready to help. MEGAN FITZGIBBONS, a librarian at the University of Western Australia, tells us about a great support service for our library community – the new résumé review service from the ALIA Students and New Graduates Group.

The ALIA Student and New Graduates Group has leveraged this support across Australia to offer a new résumé review service. A number of experienced reviewers in all types of libraries and information centres have volunteered to offer advice to students and new graduates seeking employment in the sector. After a successful pilot period, our team is ready to take on more reviews.

So, attention emerging professionals!

Whether you're applying for a specific job or just need general advice, we can arrange to have your résumé reviewed by an experienced professional.

ELIGIBILITY FOR A REVIEW

- Current ALIA Member
- Recently qualified library technician or librarian, or current student in a library technician or library program in Australia. Professionals returning to the workforce after a hiatus are also welcome.
- Limit of three reviews per year.

HOW TO REQUEST A REVIEW

Send an email to alianewgraduatesgroup@gmail.com with the following information:

1. Your résumé attached as a Word document (.doc, .docx, or .rtf)
2. Subject heading of Résumé review request
3. Your name and email address
4. Your ALIA number
5. The job posting to which you're applying (include an active link or file attachment). If you're not applying for a specific position, describe the type of position you plan to seek, including type of library (eg public, academic, special) and type of duties (eg technical services, reference and instruction)
6. A list of any specific aspects of the résumé that you'd like the reviewer to focus on.



WHAT TO EXPECT

You will receive a reply from your reviewer within two weeks with advice on how to improve your résumé.

For more information, visit the ALIA Students and New Graduates blog at bit.ly/1HTThAbm

Job seekers should also check out the ALIA Students and New Graduates JOB HELP wiki at bit.ly/1M8N5Ew.

Here you'll find links to:

- books
- cover letters
- agencies to help you find work
- interview skills
- job search strategies
- selection criteria
- résumés
- job vacancies
- and more!

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