

Taking Control of Your Career Advancement

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Who are you?

Who am I?

Know Your Surroundings

- Physical
- Organizational
- Cultural

Talk & Listen

- Open communication
- Fellow library professionals
- Other libraries and organizations
- Networking
- Name recognition

Join & Volunteer

- BE INVOLVED

- Committee work

 - Institution

 - State

 - Regional

 - National

- Mentoring

Read, Write, Learn

- Associations
 - Publications
 - Discussion group
- Training & Learning

Market Yourself

- Resume
- Professional work journal
- Career portfolio

Career Portfolios (1)

- Career summary and goals
- Professional philosophy
- Traditional resume
- Skills and abilities
- Accomplishments
- Samples of work ~ tangible evidence
- Research, publications, reports

Career Portfolios (2)

- Testimonials, letters of recommendations
- Awards and honors
- Conferences and workshops
- Transcripts, degrees, certifications, licenses
- Professional development activities
- Volunteering / community service
- References

Those with Minimal Paid Experience

- Internships
- Summer jobs
- Campus jobs (work study)
- Self-employed jobs
- Temporary work
- Volunteer work
- Classroom experiences (assignments, papers, projects, etc.)
- Certification courses
- Campus activity positions
- Fraternity/sorority/social club positions
- Extracurricular or sports leadership positions

Know What's Out There

- Job Announcements
- Who, where, & what

Thank You!

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