

## The COVID Shuffle: Making the Right Moves to Successful Job Hunting

### Staffing Challenges & the search process

- ❑ Online forums, social media, and job boards are now prominent ways to search for job postings ([Gager et al., 2020](#))
- ❑ Scammers have taken advantage of the increased online job search inquiries by posting false or misleading job postings through utilizing advanced methods to evade content moderation ([Vidros et al., 2016](#))
- ❑ Job site managers are aware of the presence and frequency of scam postings. LinkedIn determined that 1% (approx. 60,000) fraudulent job postings are present at any given time ([Benitez and Messer, 2016](#))
- ❑ However, sites like Craigslist and Indeed offer guidance on how to avoid scams and frauds while utilizing their respective sites (Ravenelle, Janko, and Kowalski, 2022)

### Challenges

- ❑ The pandemic has caused many job search barriers, to include a rise in childcare and community responsibilities that can impede job searchers' capacity to look for a job (Koopman et al., 2021, p. 975).
- ❑ A job searchers' ability to look for work is also contingent on them having an optimistic outlook on their ability to avoid becoming ill with COVID-19 (Koopman et al., 2021, p. 975).
- ❑ In addition to health, family, and financial concerns, I also faced hiring freezes as a result of reduced or adjusted budgets used to hire faculty and staff.
- ❑ New graduates may also struggle to make their application (to include curriculum vitae and cover letter) stand out against more experienced applicants.



### Job Searching and the Pandemic MLS Grad

- ❑ For many recent LIS graduates, job searching will be a challenge.
- ❑ In a challenging and competitive job market, having a quality cover letter and curriculum vitae (CV) can determine whether or not you get an interview (Eberhart, 2013, p. 65)



### Strategies

- ❑ Search for positions on the organizational websites of all colleges and universities you would like to work for.
- ❑ Sign up for position specific job posting alerts on sites such as LinkedIn, Indeed, and HigherEd.
- ❑ Review your CV before submitting it to each position application. Accentuate accomplishments and skills that are listed on the application as being required and preferred.
- ❑ In the cover letter, explain why you want to work for that company, and why you want that specific position.
- ❑ Research the organization you are applying to work for.
- ❑ In your CV, feature related experience that is applicable to the position you are applying for (i.e. school, volunteer, internship, prior jobs).
- ❑ Your cover letter should demonstrate zeal and self-assuredness, and show that you are the right person for the job.
- ❑ Carefully review all job application requirements.
- ❑ If you are presently employed at another type of library (or have completed coursework in a different area of library science), explain why you have decided to apply to this position (Eberhart, 2013).
- ❑ If you are willing to relocate for the position, state that.

### References:

[https://docs.google.com/presentation/d/11moW4pYivoHDTwkNhhvIKDPjv-mvxp4Mhx3n4DT30Bs/edit?usp=s\\_haring](https://docs.google.com/presentation/d/11moW4pYivoHDTwkNhhvIKDPjv-mvxp4Mhx3n4DT30Bs/edit?usp=s_haring)

### Do's

- ❑ Make an appointment with Career Services to assess your basic cover letter and Curriculum Vitae (CV).
- ❑ Revise your cover letter each time you apply for a job, so that it addresses your qualifications that match the job requirements.
- ❑ If there are skills acquired from project work that are unrelated to the job you are applying for, do not discuss them in the cover letter.
- ❑ Highlight the required and preferred qualifications of the job description that match your qualifications.

### Preparation necessary to be competitive in the job search process

- ❑ Make an appointment with Career Services to create or revamp your curriculum vitae and base cover letter.
- ❑ Make a list of the job functions of your ideal position.
- ❑ Don't wait until you graduate to apply for jobs.
- ❑ Intern/Volunteer at the type of library in which you desire to work.
- ❑ Join a professional library organization.



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