

New Law Librarian Networking Toolkit



Where to Search for Library Jobs:

American Association of Law Libraries (AALL)

- <http://careers.aallnet.org/jobs>

AALL Chapter Websites

- <http://www.aallnet.org/mm/Member-Communities/chapters/chapter-websites>

Special Libraries Association (SLA)

- <http://careercenter.sla.org/jobs>

American Library Association (ALA)

- <http://joblist.ala.org/>

Where to Get Resume Help:

AALL Career Center Resume Critique:

- http://careers.aallnet.org/jobseekers/resources/store/resume_service_info.cfm

Suggestions for Applicants Interviewing at the Annual Meeting:

- <http://www.aallnet.org/conference/more/placement-services/hints-for-candidates.pdf>

The Best and Worst Fonts to Use on Your Résumé:

- <http://www.bloomberg.com/news/articles/2015-04-27/the-best-and-worst-fonts-to-use-on-your-r-sum->

What to Read to Help you Succeed:

- Jennifer S. Murray, [*The Zen of Law Librarian Job Interviews: How to Interview for a Job and How to Interview the Job*](#), 96 L. Libr. J. 295 (2004)
http://www.aallnet.org/mm/Publications/llj/LLJ-Archives/Vol-96/pub_llj_v96n02/2004-19.pdf
- Catherine Lemmer, [*Keeping Tabs on Your Virtual Resume*](#), RIPS L. Bibr. Blog (Nov. 6, 2014)
<https://ripslawlibrarian.wordpress.com/2014/11/06/keeping-tabs-on-your-virtual-resume/>
- Rebecca Immich Sullivan, [*Networking to Job Success*](#), ALA NMRT *Footnotes (n.d.):
<http://www.ala.org/nmrt/news/footnotes/february2008a/jobtalkfeb08>
- Andrew Vest, [*How to Network the Right Way: Eight Tips*](#), Forbes (July 28, 2014):
<http://www.forbes.com/sites/theyec/2014/07/28/how-to-network-the-right-way-eight-tips/>
- Jordan Jefferson, [*The New\(er\) Librarian's Guide to Conferencing Like a Pro*](#), Spectrum Blog (June 12, 2015):
<http://www.aallnet.org/Blogs/spectrum-blog/57044.html>



Tips for Creating a Professional Presence Using LinkedIn

- Professional photo of you (alone)
- Headline that features who you are professionally – not just your title
- Think of your summary as a 60-second introduction or elevator pitch
 - Use keywords of the profession
 - Can also feature your philosophy on librarianship or your professional bio
- Experience:
 - Make sure to include a description for each listing so people can see what your experience entailed and your accomplishments
- Making connections:
 - Be discerning and strategic – have a plan for making connections
 - Customize LinkedIn connection messages to explain who you are and why you'd like to connect if you don't know an individual
 - Join LinkedIn Groups to help you meet new potential connections
 - Plan to contribute – connections and group memberships are only valuable if you actively participate
- Share your work
 - If you've done a great presentation you want to share with the world – share it
 - Link to articles you've written
- Etiquette
 - ALWAYS use proper grammar and spelling
 - Respond to requests and messages in a timely manner
 - Consider your audience with everything you post – be professional
- Maintain your profile – take a few minutes a month to make sure it is up-to-date
- Review it as a third person (or have someone else review your profile) so you can make sure it is properly communicating your message

Business Cards - Don't Conference Without Them

- [Vista Print](#)
 - Starting at \$9.99 for 500
- [Moo](#)
 - Minicards starting at \$19.99 for 100
- [Zazzle](#)
 - Minicards starting at \$9 for 20
- [GotPrint](#)
 - Starting at \$7.10 for 100