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Advice for Applicants to Positions at the Nelson Poynter Memorial Library, University of South Florida St. Petersburg

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Advice for Applicants to Positions at the Nelson Poynter Memorial Library
University of South Florida St. Petersburg
October 3, 2012

By Carol Hixson, Dean

1. Do not listen to people who tell you to apply to everything, just in case.
2. Read the list of Required Qualifications.
   a. If you do not meet the Required Qualifications, do not apply.
   b. If you apply and do not meet the Required Qualifications, your application will be set aside.
   c. If no applicant meets the Required Qualifications, the position will remain vacant. We will not hire someone who does not have at least the Required Qualifications.
3. Organization trumps brevity. Be as long as you need to be to communicate clearly what your qualifications and experience are. Do not listen to people who tell you that a CV or cover letter must be only x number of pages.
4. Check your spelling.
5. On your CV or resume:
   a. Include the year when you received a degree.
   b. Include the range of dates for your work experience.
   c. Do not inflate your job title or job responsibilities because it will be discovered during reference checks or phone interviews.
   d. Do not list your hobbies, marital/family status, or personal interests.
6. The cover letter is your opportunity to stand out from other qualified applicants. In your cover letter:
   a. Explain your interest in the specific position and why you would be good for the position.
   b. Clarify your experience and why it is relevant.
   c. Provide examples to demonstrate your expertise.
   d. Be concise but thorough.