

## **Resume Review Services Committee Planning Report**

**\*\*Type of report being submitted:** Committee Planning Report

**\*\*Date:** August 27, 2009

**\*\*Committee Name:** Resume Review Services Committee

**\*\*Supervising Board Member:** Emily Love

**\*\*Chair, Co-Chairs, Assistant Chairs:** Rebecca Immich Sullivan and Angela Kelleher

**\*\*Committee members:**

Tiffany Wilson  
Adrian Stevens  
Tyler Williams  
Haiyun Cao  
Alice Wasielewski  
Laura Westmoreland  
Jennifer Link

**\*\*Committee Charge:** The Resume Review Service Committee gives NMRT members an opportunity to have their resumes and/or cover letters reviewed via e-mail by experienced professionals in the field. In addition, the Committee provides on-site resume reviewing for job seekers in a booth at the ALA Placement Center at Annual and Midwinter conferences.

**\*\*2008 - 2009 Project Description / Goals:**

In addition to continuing to provide and expand our e-mail and conference resume review services, we will do the following:

- Bookkeeping – Continue to update the Committee “tip sheet” to make the transition easier for future committee chairs.
- Greater online publicity – Increase our publicity by use of the ALA conference wiki and the ALA Placement Center Web site. We will work with the ALA Placement Center and career resources people to gain greater visibility through these avenues. Increase our publicity in other online and print venues as well. Work with committee members to recruit resume editors and promote the service through a broad range of listservs.
- Web presence – Update our NMRT web page and our Committee wiki. Re-organize and make enhancements to those web sites, as needed. For instance, make available more

resources for job seekers and editors through the wiki – such as resume and cover letter style guides.

- Utilize ALA Connect for committee communication and outreach
- Provide resume and cover letter writing tip sheets for conference attendees at the mid-winter and annual conference service.

**\*\*Specific Objectives (numbers, tangible end-products):**

- Recruit more public/special librarians for both the e-mail and conference services
- Involve all committee members by delegating responsibilities accordingly

**Financial Report Section:**

<b>Your budget appropriation (see budget)</b>	a. \$100.00
<b>Amount which you have spent so far this year</b>	b. \$0
<b>Your estimated additional expenses this year</b>	c. \$0
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d. \$0
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e. \$0

**f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here:**

N/A

**g. Vendor support requested:** (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?)

N/A

**h. Vendor support received:** (From the above list, what if any, has been received?)

N/A

**Specific Needs/Support (non-financial):** (For the categories below, please include approximate date service needed)

**a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc):**

These responsibilities will be delegated to the committee members. Committee Chair has designated a webmaster who will help update the NMRT Wiki along with the chairs and who will serve as contact person to NMRT Web Committee liaison for any ALA NMRT RRS webpage changes.

**b. On-site conference volunteers:** (include estimated numbers needed and brief job description)

The resume review committee supports a booth in the career placement center at both Midwinter and Annual ALA conferences. We use volunteers to serve as greeters at the booth. It is staffed by volunteers from 9-5 Sat.-Sun. Three volunteers for each of the 16 hours would amount to an estimated 48 volunteers. We will begin requesting volunteers through NMRT-L and various other listservs in the fall and in the weeks prior to the conference.

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):**

The success of the resume review service is dependent on its continued publicity and high profile. As mentioned above one of the objectives of the committee in the coming year is to increase our publicity. This will include continued support through advertisements on a number of listservs including NMRT-L, a link from the NMRT website, and press releases to Footnotes, and to other ALA publications such as Cognotes, American Libraries, CRL News, various listservs, etc.

**\*\*Report submitted by:** Rebecca Immich Sullivan and Angela Kelleher

**\*\*Email address:** [rimmich@prattlibrary.org](mailto:rimmich@prattlibrary.org) and [kelleher@alma.edu](mailto:kelleher@alma.edu)