So you want the job?

Looking at a job you aren’t sure you are qualified for?

You see a job that looks amazing! But you aren’t totally sure you have all of the qualifications. Don’t rule it out right away! Some things to consider:

- Talk to someone currently in the organization/field. See what they think about the posting, and what the employer might actually be looking for.
- Ask yourself what the “best” person for the role would do that the “average” person wouldn’t. Are you willing to do what it takes to be “the best”? If yes, it’s probably worth at least applying!
- Keep in mind many places make their job descriptions vague on purpose. They want the “best” candidate, the one who will fit the organization and get the job done. Not necessarily the one that ticks all the boxes. This also means it’s worth applying if you don’t fit every individual item on the list!

Applying for the job!

So you’ve decided it’s worth applying! Now it’s time to tailor your resume to this new job.

- Draw parallels in your cover letter if don’t have direct experience: and be willing to think outside the box! (Worked as a camp counselor? You have experience working with diverse groups in energetic settings!)
- What have you done before that is “badass” - can that be applied/brought up in some way? This helps show your best qualities, and make you stand out of a crowd of applicants!
- Brainstorm your skills, interests, and accomplishments to figure out how to “sell” these in your application and interview > ask your family, friends, and co-workers to help. An outside eye can help you think creatively and outside the box
- Also think about the areas where you need improvement: don’t try to hide them, especially in an interview. Be aware, but highlight what you can do to learn/adapt/or how you have parallel skills instead. Don’t know a particular cataloging system? Are you familiar with others? Can you demonstrate a willingness to learn a new skill for a position? (I learned sign-language for a deaf storyline, I am sure I can learn a new computer interface!)
- Show your interest in the organization or institution! (I want to work for you because of your strategic goals and how they align with my ideals...)

Further readings/references:

https://doi.org/10.1108/08880451111142105

So you **got** the job?

Now what (how to become prepared)?!  

First things first: *communication* is key. Even though you probably won’t know what questions to ask at first, it’s important to communicate that. Another helpful tip is to come prepared to write things down. This will allow you to keep a running list of things you want to learn about, questions you have, and project opportunities you could suggest to help you stand out. Writing things down (especially during your orientation/first few months on the job) will also allow you to stop and reflect on all of the information that has (or hasn’t) been thrown at you. Lastly, build a cheat sheet for yourself as you learn -- include all the information you wished you had at the outset. If it seems important, write it down -- you WILL go back and refer to it later.

**How to Survive...**

Starting a new job can be exciting, but it can also be stressful and isolating. Find at least one person you can talk to, you can even ask them to be a formal mentor. A mentor can be any one person (or persons) in your workplace who you can periodically check-in with weekly, monthly, or as needed. Mentors are supportive individuals that know your workplace, they help guide you in the right direction, which can ease insecurity. Make sure to recognize imposter syndrome - accept the feeling, but don’t let it win, you are qualified. Find opportunities to learn and grow your skills, even after you are employed. Finally, never be afraid to ask questions, your workplace wants you to succeed and feel supported. Are people in your workplace using acronyms that aren’t familiar? Ask. Are you unsure about a policy or protocol? Ask. Is something about your union confusing? Ask.

**Have questions or concerns? Ask us! (We like people)**

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**Further readings/references:**
