

# **Job Hunting Like a Boss**

## **Elements of an Outstanding Cover Letter**

### **Open with enthusiasm**

I am excited to apply for the position of Research Assistant currently open at the Colorado State Library...

### **Share vision/beliefs**

I believe that harnessing data and making it accessible is essential for helping libraries to demonstrate impact in their communities, and my communication skills and sharp attention to detail would make me an asset in furthering this cause.

### **Reflect on your success/experience**

Through this combination of theoretical and practical training, I have learned the importance of data and emerging technologies for helping libraries to both engage with their communities and understand how to better serve those communities as they evolve.

### **Show ambition**

I was drawn to a career in libraries because I know it is a rapidly changing profession and want to be a part of redefining the role of libraries in all the kinds of communities that they serve.

I also would like to strengthen my leadership abilities by working with library stakeholders in a variety of forums to become an effective voice for how libraries can use data to demonstrate their impact on and importance to 21<sup>st</sup> century communities.

### **WHY, not WHAT**

What I offer is a strong foundation of theory and practice in research and data analysis, coupled with a vision of how advocating data-driven evaluation initiatives can enrich conversations about the role of libraries today.