

JIM OLSON

41 Lane Street, Apt. 1, Quincy, MA 02171

(602) 427-8872

jimolson@msn.com

April 23, 2011

Connie Bruin
UVM Libraries' Center for Digital Initiatives
The University of Vermont
Burlington, VT 05405

Dear Ms. Bruin:

I am writing to apply for the Digital Initiatives Metadata Librarian/Library Assistant Professor position, which was forwarded to me by Elizabeth Mock, Archivist at University of Massachusetts Boston. Currently an MLS candidate at Simmons University, I am specializing in archives management and will graduate in May 2011.

Over the past year, I have been commended for my work with the digital collection at UMass Boston Archives and Special Collections department, while evaluating, recommending, and implementing the use of Archon for the department's online digital management system. With this project it was imperative to document the digital and analog metadata, as well as create guidelines for documentation using standards and controlled vocabularies. These included, *Describing Archives: A Content Standard (DACs)*, Library of Congress Subject Headings, (LCSH), and the Art and Architecture Thesaurus (AAT).

With a working knowledge of encoded archival description (EAD), I understand the concept of cross walking between Data Structure Standards. I have read *Data Dictionary for Preservation Metadata* and am familiar with the concept of PREMIS. My studies have also included *The Digital Curation Lifecycle*. In addition I have demonstrated my ability to work independently or with a group, and in my previous experience have managed a staff of up to ten members.

In this increasingly digital era, I believe that it is critical to determine methods for digital preservation to ensure the future stability of our cultural heritage. My future plans include obtaining a PhD in library science in a field relating to this concern. To that end I would very much like to contribute to your team in this endeavor. I look forward to meeting you and will follow up with a call next week to arrange a time. Thank you for your time and consideration.

Sincerely,

Jim Olson