


Creating a Strong Job Application Package

Center for Graduate Life
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Workshop Overview

- ▶ Participants in here are both PhDs going on the academic market and master's folks going on the applied market.
- ▶ I will highlight important information for both
 - Although academic market has some features that are quite unique

Academic Market

- ▶ **Curriculum Vitae (CV)**
 - ▶ **Cover letter**
 - ▶ **Research Program**
 - ▶ Teaching Philosophy
 - ▶ Letters of recommendation
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Applied Market

- ▶ **Resume**
- ▶ **Cover letter**


Job Application Package

- ▶ Some parts are mostly standard
 - CV, Resume
- ▶ Some parts are usually standard
 - Teaching philosophy
 - Statement of research program
- ▶ Some parts should be completely tailored to the job/university you are applying for


Curriculum Vitae

- ▶ Like a resume for academic/research jobs
- ▶ CV/Resume Basic parts:
 - Name and contact information
 - Education and professional appointments
 - Publications, Research Experience, Grants
 - Teaching experience
 - Industry experience
 - Service experience
- ▶ Search out your discipline's orders


CV Importance

- ▶ Name and contact information
 - ▶ **Education and professional appointments**
 - ▶ **Publications, Research Experience, Grants**
 - ▶ **Teaching experience (depends)**
 - ▶ Industry experience
 - ▶ Service experience
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Resume Importance

- ▶ Name and contact information
 - ▶ **Education** and professional/academic appointments
 - ▶ **Industry experience**
 - ▶ Publications, Research Experience, Grants
 - ▶ **Classes (?)**
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Name and Contact Information

- ▶ Centered at the top of your vita
 - ▶ Full name
 - ▶ Mailing address
 - ▶ Phone number(s)
 - ▶ Email address
 - Either use your UNCC one
 - Or use a personal one based on your name
 - Do Not Use: RedHotMama@yahoo.com
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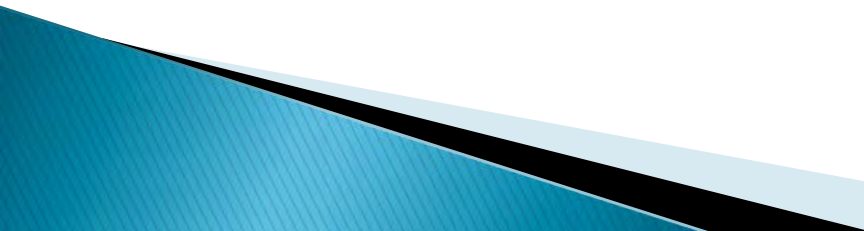
Educational History

- ▶ Start with your highest education
 - ▶ Degree and expected date of graduation
 - ▶ Dissertation/Thesis name
 - ▶ Major advisor
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Academic Appointments (CV)

- ▶ Have you taught?
- ▶ Put where and in what capacity
 - UNC Charlotte, Lecturer 2010–present
- ▶ Do not put actual courses or industry jobs here

Awards and Grants

- ▶ Could be separate
 - Could be same—you were awarded a grant as an award for your research/dissertation
 - ▶ Special scholarships or recognition
 - ▶ All awarded grants
 - Include source and dollar amount
 - ▶ This is where you should show off all the special honors and awards that you have received
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Research

- ▶ Include here:
 - Books
 - Peer reviewed journal articles
 - Peer reviewed book chapters
 - Invited book chapters
 - Encyclopedia entries
 - Published conference proceedings
 - Conference presentations
 - Research reports
 - Research under review
 - Conference presentations under review
 - Research in progress
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Highlighting your research

- ▶ Chronological order depends on discipline
 - Ascending or descending
 - Troll your department's professors
- ▶ **Bold your name.**
- ▶ **Explain your research in your RESEARCH STATEMENT, not here.**


Classes Taught

- ▶ A list of the classes you have taught or been a TA
 - ▶ Can include courses capable of teaching if a particular job is asking for this
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Industry Jobs

- ▶ May or may not have this
- ▶ Lab positions count
- ▶ **This is the most important part for master's and applied folks! List all jobs and responsibilities you've had**


Service

- ▶ This should be the smallest part of your vita
 - ▶ Include here:
 - Conferences that you've been a reviewer for
 - Any other conference activity
 - Any other reviewer activity
 - Any professional positions that you've held (e.g., student rep for some membership organization)
 - Your membership organizations
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CV/Resume Hints

- ▶ Update your CV everything something happens
 - Journal or conference submission
 - Job responsibility
 - Research opportunity
 - Grant
 - Teaching opportunity
 - Speaking engagement
 - Membership
- ▶ **Do it immediately and you'll always be ready to send it out.**

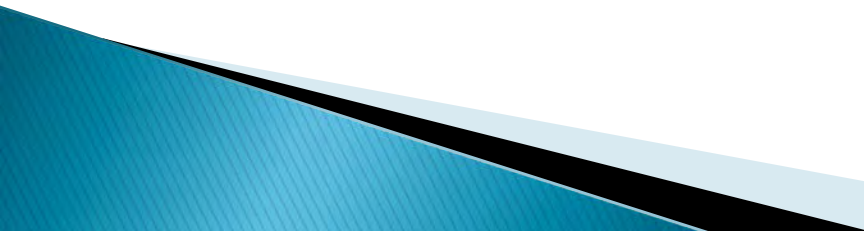
CV/Resume Hints

- ▶ Troll your department's faculty web pages to see who has their vita online and see what order it is in
 - ▶ Ask your dissertation chair to review your vita
 - ▶ The career center has workshops for resumes
 - ▶ Stop by CGL and have a faculty affiliate review your vita
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Cover letter for your job

- ▶ Professional salutations, etc.
- ▶ 1st Paragraph: Please accept this package as my application for your position as blah, blah, blah.
- ▶ The rest of the letter should address why you are a good match for THAT job **specifically**.
- ▶ The job notice should contain their specific requests
 - Show how your skills and abilities match their needs


Cover letter for your job

- ▶ Should briefly highlight important aspects of your research, teaching or experience that are noted in the job notice
 - ▶ Should say something about why you would like to move to X and teach/work at Y.
 - ▶ Some good universities are truly concerned about whether people are going to come to them (e.g., bad locations)
 - May help you stand out
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Research Program

- ▶ What research you have done
 - ▶ What you have found, where you have published it or have submitted it
 - ▶ Where you are going with your research

 - ▶ You could have several streams of research or one highly developed one

 - ▶ **This is likely to be created once, but may need to be modified for position**
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Teaching Philosophy

- ▶ Not every job application requests this, but most do
 - ▶ What is your philosophy of teaching?
 - ▶ What is your teaching style and how does it mesh with your philosophy of teaching?
 - ▶ This probably needs to only be created once and sent to all schools who ask for it.
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Letters of Recommendation

- ▶ Your dissertation chair
 - To not include him/her sends a (bad) message
- ▶ Other dissertation committee members
- ▶ Lab directors you've worked for

- ▶ Give your recommender
 - Due dates
 - Program names/positions
 - A few week's time at least

Discussion time!

- ▶ Questions?
- ▶ Comments?
- ▶ Freaking out??

Additional Links

- ▶ <http://jobsearch.about.com/cs/curriculumvitae/a/curriculumvitae.htm>
- ▶ <http://jobsearch.about.com/od/cvAdvice/a/cvAdvice.htm>
- ▶ <http://www.cvtips.com/>
- ▶ <http://chronicle.com/article/The-Basics-of-Science-CVs/46275/>
- ▶ <http://chronicle.com/article/The-Basics-of-Science-CV/46273/>

Additional Links

▶ Philosophy of Teaching Links

- <http://www.celt.iastate.edu/teaching/philosophy.html>
- <http://www1.umn.edu/ohr/teachlearn/tutorials/philosophy/index.html>
- http://ucatsu.osu.edu/teaching_portfolio/philosophy/philosophy2.html