

APPLYING FOR ACADEMIC JOBS

Components of an Academic Application Packet

May consist of any combination of the following:

1. CV (Curriculum Vitae)
 - see handout
2. Cover letter
 - content will vary, depending on job description.
 - tells department of your expertise and interest in the position
 - includes information about research and teaching, but briefly
 - 1-2 pages in length
3. Statement of Teaching Philosophy
 - draw on teaching experiences, both as teacher and learner
 - if you have taught, use examples to strengthen your discussion
 - make it personal, not generic
4. Statement of Research Plans/Agenda
 - length varies by discipline—ask your advisor or new hires for guidance
 - don't go into detail about research background/literature review
 - focus on your research right away
 - cover what your research has accomplished (new knowledge): key findings
 - explain your future research plans—what you will pursue at that institution
 - mention what agencies you will approach for funding, if any
5. Letters of Recommendation/Reference List
 - they may also call someone who is not on your list, if they know them personally
 - may be separate document, or may be included in CV
6. Writing Sample
 - published articles, paper presentations, research papers
 - only send if requested by the committee
7. Course Evaluations
 - if you have taught and received evaluations, they may ask for the summary page
 - only send if requested to do so

General Tips

- √ Every application will be different and ask for different documents
 - some will give page limits
 - the CV is the only item that stays the same each time
- √ Contact the search committee when you have questions
- √ Allow plenty of time to write the documents—they take more time than you think!



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