

Preparing Your Academic Job Search Package

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Consider Your Audience

Faculty on Search Committee

- Emphasize research and/or teaching?
- Type of institution
- Size and breadth of department
- Specific needs as stated in job posting
- Get the inside scoop if possible!

What do they need?

- Sleep
- Caffeine
- Time
- Peace

Their GOAL:

THE SHORT LIST

How can you get on the short list?

- Concise
- Clear
- Sincere
- Enthusiastic
- Relevant
- Organized
- Elegant
- Compelling
- Memorable
- Free of typos and grammatical errors
- Tailored to position

Their BIG Question...

Why should we hire
YOU?

What will you need?

- CV
- Cover Letter
- Letters of Reference
- Research Summary / Proposal
- Reprints / Manuscripts
- Teaching Philosophy / Portfolio
- Start-up Budget (sometimes)

CV Format

- There is no single correct format
- Highlight strengths, accomplishments & experience
 - Skimmable
 - 30 second test
 - Scrutiny-proof
- Organize with CATEGORIES
 - Arranged in order of importance
 - Reverse chronological order within categories

CV Style

- Place most important information:
 - First page
 - Left side of page
 - Beginning of sections
 - In columns
- Use highlighting judiciously and consistently
- Use action verbs to describe experience
- Avoid pronouns, articles, jargon
- Use sentence fragments
- PROOF, PROOF, PROOF
- Ask friends to PROOF

Common CV Mistakes

- Don't use another CV as a TEMPLATE
- Avoid "TOO MANY WORDS"
- Don't include PERSONAL information, e.g.
 - Marital status
 - Date of birth
 - Gender
 - Photograph
- Be very careful attributing pre-published papers

Sample CVs

- Ellen Joseph – biological sciences
- Jackson White – physical sciences

Cover Letters

- Serves as a writing sample
- Highlight and elaborate on important aspects of your experience
- Don't reiterate the CV in prose!
- Should STAND ALONE, but is clearly linked to CV
- Should be tailored to each job

Cover Letters - Content

- How you learned about the position and your current status
- Concise summary of past/current research & significance to field
- Future research interests
- Teaching qualifications & interests
- Why interested in that department/university
- How you would contribute to the department

Letters of Reference

- How many?
- From whom?
- How to manage?
- Special circumstances

Research Statement

- Purpose
- Context - Significance - Relevance - Vision
- Research Summary and Future Research
- Format
 - 1-2 pages covering past & next 3-5 years work
 - Use headings, subheadings, bullets, white space
 - Avoid page-long paragraphs

Teaching Philosophy

- Draft your own thoughts before reading samples!
- BRIEF (1-2) pages statement:
 - Approach to teaching
 - Illustrate with examples
 - Areas of teaching interest
 - Potential courses you could teach
 - Don't just restate teaching experience from CV
- Tailor to the institution
- Take it seriously, write it well, demonstrate COMMITMENT to teaching
- Important for research- & teaching-focused schools

Teaching Portfolio

- Usually submitted upon request
- Can include:
 - Teaching philosophy
 - Quantitative evidence of teaching excellence
 - Letters of reference from students
 - Selected or complete student evaluations
 - Sample syllabi and/or course descriptions

Start-up Budget

- Be prepared
 - Submit prior to or during campus visit
 - Consult with advisor and recent hires
 - Prepare longer version of research proposal: 5-15 pages
- Include estimates for:
 - Laboratory and computer equipment & supplies
 - Salaries: summer, technicians, postdocs, grad students
 - Space requirements – office, lab, computational, meeting, animal colonies, special equipment
 - Specify HVAC and other needs for space & equipment

What You REALLY Need

- Vision
- Organization
- Patience
- Confidence
- A few nice outfits
- Stamina
- Sense of humor
- Plan B

Questions?
