

THE GRADUATE TEACHING CENTER and GRADUATE CAREER SERVICES present:
Your COMPLETE guide to the

ACADEMIC JOB SEARCH

For Graduate Students in all Departments, Fall 2010

- 1** OVERVIEW: THE JOB SEARCH AND THE SESSIONS
Thursday, September 2
- 2** PREPARING YOUR ACADEMIC CV
Tuesday, September 7
- 3** PREPARING THE COVER LETTER
Wednesday, September 8
- 4** TEACHING PORTFOLIO I: STATEMENT AND STRUCTURE
Monday, September 13
- 5** WRITING THE RESEARCH STATEMENT
Wednesday, September 15
- 6** TEACHING PORTFOLIO II: SAMPLE SYLLABI AND OTHER EVIDENCE
Tuesday, September 21
- 7** ACADEMIC INTERVIEW: TALKING ABOUT TEACHING
Wednesday, September 22
- 8** USING INTERFOLIO ONLINE CREDENTIAL MANAGEMENT SYSTEM
Monday, September 27
- 9** TEACHING BEYOND YALE: A PANEL DISCUSSION
Thursday, September 30
- 10** ACADEMIC INTERVIEW II: THE ESSENTIAL QUESTIONS
Tuesday, October 5
- 11** THE JOB TALK AND THE INTERVIEW CLASS
Thursday, October 7

ALL SESSIONS HELD IN HGS 119, 5 P.M. FOR MORE INFORMATION, VISIT THE **GTC** AND **GCS**
ONLINE AT [HTTP://WWW.YALE.EDU/GRADUATESCHOOL/TEACHING](http://www.yale.edu/graduateschool/teaching)
AND [HTTP://WWW.YALE.EDU/GRADUATESCHOOL/CAREERS](http://www.yale.edu/graduateschool/careers)



Academic Job Search: Cover Letters – what are they?

- Introduces your CV
- “Narrative” opportunity – tell your story
- Between the lines of the CV
- Structured document – writing sample
- Chance to tell your side
- Show interest and knowledge in department of school
- Or not. ????

Tips-as you go

- Do your research on the institution and the department
- Craft an individual letter for each opening. No form letters
 - Allows you to keep the emphasis on the same thing that they emphasize
 - Show the reader the “fit”
 - Shows genuine interest
- Writing Sample – MUST be well written, interesting, and mistake free!
 - Beginning
 - Middle
 - End
- Look for a high quality printer if you are sending
- Some departments allow you to use their letter head – others no. Check first.
- Don’t get overwhelmed by other “examples” and avoid using them as templates

Structure

- Addresses
 - Formal letters
 - Both - not a deal breaker!
- Date
- Salutation
- Introduction
- Body (1 or 2 paragraphs)
- Conclusion
- Signature

Structure cont: Salutation

- Use the formal titles of the reader – even if this is someone you know.
- Try to find the name of the addressee
- If there is no name – or if just a department name is given – whatever....you can address as “Dear _____Committee (search/selection?)”
- Look to the advertisement for this information

Structure cont: Introduction

- Tell them why you are writing. Ex. “I’m writing to apply to the posting ...”
- How did you find out about the job? “...in the Chronicle of Higher Education...”
- Here is where you can name drop...”my advisor, Dr. Jekyll suggested that I submit an application....”
- A line of interest...to them. Ex. “Finishing my dissertation with the support of an xyz grant” (named) or “doctoral candidate with a in xyz with a specializing in ABC”

Structure - Body

- This is the real focus of the letter
- Weaves the pieces for the reader – scholarship, teaching, service, intent
- One paragraph on research
- One paragraph on teaching
- Tips:
 - Victoria's thoughts....check with your advisor
 - Show shape in each paragraph
 - Time or movement
 - Bring the reader on a journey of your history/thinking

Structure cont: conclusion

- The closing paragraph is “other” information (web sites, head’s up etc)
- Personal note – thanks, or special interest in the location etc.
- Conference – or availability of being in the area (for prompting an interview)
- Signature

Random Thoughts

- No right way – but there are key mistakes
 - Be honest
 - Details matter – spelling, grammar, errors etc.
 - Look for when you are tired of talking about it and stop
- Don't panic – just write it
- Keep “draft” as the key word in your head
- Make yourself a bullet point list of key ideas you want to cover – but don't use them in a letter

Then what?

- Make sure to review your letter!
- Show to advisor, committee members, recent grads....
- Check your letter again
- And again
- Oh...and one more time.

QUESTIONS?

Next workshop:

Monday September 13

Teaching Portfolio #1– Bill Rando (Statement and Structure)

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ACADEMIC JOB SEARCH

FOR GRADUATE STUDENTS IN ALL DEPARTMENTS, Fall 2009

1

Overview: The Job Search and the Sessions

Thursday, September 3

2

Preparing Your Academic CV

Tuesday, September 8

3

Preparing the Cover Letter

Thursday, September 10

4

Teaching Portfolio I: Statement and Structure

Monday, September 14

5

Writing the Research Statement

Thursday, September 17

6

Teaching Portfolio II: Sample Syllabi & Other Evidence

Monday, September 21

7

Using Interfolio Online Credential Management System

Thursday, September 24

8

Academic Interview: Talking About Teaching

Tuesday, September 29

9

Teaching Beyond Yale: A Panel Discussion

Thursday, October 1

10

Academic Interview II: The Essential Questions

Monday, October 5

11

The Job Talk and the Interview Class

Thursday, October 8

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