

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 Series

Preparing your Academic CV

What is an Academic CV?

- First document that the employer wants and the first they review
- Your request to have them invite you for an interview!
- Your opportunity to put your “best” strengths forward
- Overview of your academic prowess
- Collection of all the professional elements that demonstrate your appropriateness for the posting, and for the future of the hiring department

Where do I start

- DRAFT is the operating word
- Do a complete review of your history
- Endless lists - don't edit yet
- Sort into categories

Categories

- Categories are designed to help you convey the information that the reader values
- May vary by posting/field/strength
- First things first – the reader matters!
- Keep in mind that you are seeking first glance outcomes

Basic CV Categories

- Name and contact information
- Education
- Honors and Fellowships
- Teaching/Research Experience
- Grants
- Publications
- Presentations
- Professional Memberships
- References

CV Categories Cont.

- Professional Experience
- Languages
- Technical Skills
- University Service
- Research/Teaching Interests
- Certifications/Professional Licensure
- Additional Information

Tips while you go...

- There is no one RIGHT way to do this – just a few guidelines
- Yes, it can be more than one page – use the number you need to include what needs to be included!
- Formatting counts –
 - let the reader breath with the addition of white space – but don't let them have too much – it slows the reader down.
 - Set up consistent patterns of information for the reader to use
 - Check the variety or tricks used (bold, Italics, indent etc)
 - Don't divide heading from content with pages
- In order to keep your documents whole for the application packet, your name should be on each page. Starting with page 2, number next to your name.
- The first page is prime real estate – be wise in it's use. Make sure your most significant accomplishments appear on the first and last pages of your CV. Avoid sloppiness. Check repeatedly for spelling mistakes, and use a consistent format and spacing.
- Recheck your document (100,000,000 times)

Examples

- Look to your professional associations for examples or specific guidelines
- Ask recent hires or recent graduates for advice
- Check the web sites of the schools to which you are applying – see what the cv's of others in that department look like.
- Some on the CGS web site
- *CV Doctor* – Chronicle of Higher Ed.

Monique R. Researcher

E-mail address
Department, University of X
Address
City, State, Zip code
Phone number

EDUCATION: University of X, City, State
Ph.D. in Physics and Astronomy *Expected May 2006*
Master of Science Degree in Physics and Astronomy, G.P.A. 3.98 *May 2004*

Cornell University, College of Arts and Sciences, Ithaca, NY
Bachelor of Arts Degree in Physics, Magna cum Laude, G.P.A. 3.83 *May 2001*

RESEARCH EXPERIENCE:

Department of Physics and Astronomy, University of X, City *May 2003-Present*
Theoretical cosmology. Doctoral thesis research conducted with Drs. Name and Name.

- Demonstrated how stacking weak-lensing signals of galaxy clusters, based on their Sunyaev-Zel'dovich decrement, can constrain cluster physics.
- Chose, generalized, and applied a nonparametric method (the smoothing spline) to reconstruct the primordial power spectrum.
- Tested gravity at megaparsec scales by deriving the matter power spectrum and bispectrum for small deviations from the inverse-square law, and comparing with large-scale structure data.

Department of Physics and Astronomy, University of X *May-August 2002*
Theoretical cosmology. Advisors: Drs. Name and Name.

- Derived light curves for gravitational microlensing events in the presence of weak external shear.

NASA/New York Space Grant Fellowship, Cornell University, Ithaca, NY *June-August 2000*
Theoretical astrophysics. Advisor: Dr. Name.

- Calculated hydrogen ionization fraction for a neutron star atmosphere, over a range of magnetic fields for which there are no good electron quantum numbers.

Newman Laboratory for Elementary Particle Physics, Cornell University *January-May 2000*
High-energy theory. Advisor: Dr. Name.

- Studied Plebanski's demonstration that the Born-Infeld electromagnetic lagrangian is the only Lorentz-covariant lagrangian consistent with causality, with the aim to generalize the argument to higher dimensions.

NSF Research Experience for Undergraduates Fellowship, University of Chicago *June-August 1999*
Theoretical condensed matter physics. Advisor: Dr. Name.

- Devised and applied new method to demonstrate the fractal nature of late stages of mineral growth.

Wilson Synchrotron Laboratory, Cornell University *June-July 1997*
High-energy experiment. Advisor: Dr. Name.

- Performed feasibility study for detecting an exotic B meson decay.

PUBLICATIONS:

Researcher, S., Name, and Name (2006) Stacking Weak Lensing Signals of SZ Clusters to Constrain Cluster Physics. Submitted to *Astrophysical Journal*. E-print: astro-ph/0601254.

Researcher, S., Name, and Name (2005) Smoothing spline primordial power spectrum reconstruction. *Physical Review D*, 72, 103520.

Researcher, S., Name, and Name (2005) Limits on deviations from the inverse-square law on megaparsec scales. *Physical Review D*, 71, 083004.

UNIVERSITY TEACHING:

Summer Science Academy, University of X, City, State

July 2005

- Taught lectures on special relativity and quantum interference to advanced high-school students.

Department of Physics and Astronomy, University of X

- Gave invited talk for undergraduate Physics Club on gravity research project. February 2005
- Taught recitation sections for engineering physics, mechanics and electromagnetism. Sept. 2002-May 2003
- Conducted labs for engineering physics electricity and magnetism course. January-May 2002

Center for Learning and Teaching, Cornell University, Ithaca, NY

August 1998-May 2001

- Tutored all tracks of introductory physics courses. Held office hours for three hours a week.

K-12 AND COMMUNITY TEACHING:

Access Science Volunteership, City, State

October 2003-Present

- Co-taught professional development workshops for high-school physical science teachers.
- Initiated after-school Science Fair Club to assist 4th and 5th grade students with their projects.
- Assisted 6th grade teacher to plan and conduct engaging and accurate science lessons.

Science Museum, City, State

March 2002-June 2003

- Explained exhibits to visitors as a volunteer in the interpretive services department.

Explore Our Solar System, Monroe Free Library, Monroe, NY

August 2001

- Created and taught a week-long summer science program for children grades 4-6.

Game of Science, Beverly J. Martin Elementary School, Ithaca, NY

Sept. 1999-May 2001

- Initiated and ran weekly after-school science enrichment program for grades 3-5.

AWARDS AND HONORS:

- Sponsored by the NSF to attend the **Lindau Meeting of Nobel Laureates and Students** in Germany. 2004
- **Kieval Prize in Physics**, awarded every year to an outstanding Cornell physics senior who shows unusual promise for future contributions to physics research. 2001
- **Phi Beta Kappa**, 2001
- **Robinson-Appel Humanitarian Award**, which recognizes three Cornell students annually who have had significant involvement in community service, and provides support for their projects, which address a community's social needs. Awarded for Game of Science program (see above). 2000
- **Golden Key National Honors Society**, 1999
- **College Scholar**, Cornell University, 1998-2001

REFERENCES:

[The names and contact information of four references follow.]

INTERESTS AND ACTIVITIES:

Plays & Players Theater, Artistic Member and Actress, September 2003 - Present.

Swing Dance Club, Co-President, January 2005 - Present.

University of X Choir, January 2002 - May 2005. Soloist, December 2003.

Work in France, Council Exchanges, Assistant High-School English Teacher, October - December 2001.

Cornell University Chorus, 1997 - 2001. International Tour Manager, 2000.

Society of Physics Students, Cornell University, President, 1999.

QUESTIONS?

Check our website www.yale.edu/graduateschool/careers

For more information, resources, hours etc.





