

Preparing your academic job search

- **Am I ready?**
- **Planning your strategy**
- **Preparing application materials**
- **Finding job openings**
- **Tailoring your application**

Common excuses that may (but shouldn't necessarily) keep you from applying

- **I *like* being a postdoc, there are fewer hassles.**
- **I don't have any results from my postdoctoral research**
- **I don't have any publications from my postdoctoral research**
- **I don't have my own grant**
- **I don't know what kind of research I want to do**
- **There aren't any good jobs out there**

Planning your strategy

- **What kind of department?**
 - Graduate / undergraduate
- **What kind of institution?**
 - The research / teaching split
- **Timeline of your search**
 - The interviewing season
 - How far in advance?
- **Focused vs. shotgun approach**

Goals of a Research Statement

- **This is a marketing tool, not a scientific document!**
- **Introduce your field to the lay scientific audience**
- **Explain your long term research interests**
- **Summarize your research accomplishments**
 - Give you readers ammunition
- **Summarize your research goals**
 - Five year plan, leading to a career trajectory

Writing a research statement

- Use the first person
- Avoid using jargon
- State clearly important questions in the field you have and will address
- Use succinct paragraphs and boldface important points:
 - Research question
 - Important finding
 - Implications
- Cite your own publications
- Provide specific statements about the importance of your research
 - This provides ammunition for a supportive committee member
- Stick to 2 pages

Turning an abstract into a research statement

- Get rid of data, methodological details, and secondary questions.
- Details aren't really important; impact is.
- Invert your usual order of presentation
- Use the words “novel”, “innovative” and synonyms as much as possible.
(pretend you are writing about an esteemed colleague if you are shy about self-promotion)

Teaching Statements

- **Highlight your teaching experience, both formal and informal**
- **Address known teaching needs of the department**
- **Explain your teaching philosophy**
- **Remember:**
 - Research institutions usually don't ask for teaching statements
 - Few postdocs have taught a course

Recommendation Letters

- You may need anywhere from 3-5 letters of recommendation
- Make sure you will get *good* letters
- Give recommenders plenty of notice
- Provide a brief summary of your present and past research to help them remember why you are great.
- If possible, give recommenders specific details about each job that they can use to customize each letter.

Finding job openings

- **Science and Nature online**
 - Database search
 - Weekly email updates
- **Mailing lists**
- **Word of mouth**
 - Talk to people you know
 - Find out if people are moving or retiring from departments you are interested in
 - Send unsolicited applications to expanding departments.

Research each job you apply for

- **Call the committee chair**
- **Call anyone you know who knows anything**
- **Ask:**
 - Why is the position open?
 - What level of investigator are they looking for?
 - What kind of teaching/research areas are they interested in filling?
 - What kind of teaching/research resources are available?

Tailoring your application - Cover Letter

- The cover letter is a sorting tool for busy committee members
- Introduce your qualifications: degrees, postdocs, fields
- Explain why you would fit in the department
- Name specific resources you can use
- Name specific people you may collaborate with
- Include keywords from job announcements

Send in your application!

- Try to send things in by the deadline
- If you find an announcement whose deadline has past, send it anyway
- Tell people you know in the department that you have applied
- Give your recommenders specific instructions about deadlines, who and where to send applications to, what you want emphasized to the committee
- Keep track of your correspondence with different universities
- Start preparing for interviews...