The information below is meant to introduce you to the materials required when applying for an academic position. These are helpful guidelines and not rules; be yourself!

Cover Letter:

1 to 2 pages; 3 to 5 paragraphs

1st paragraph: position you are applying for, indication of when you will receive your PhD

Research paragraph: brief description of your research, mention names of people you would like to work with

Teaching paragraph: speak generally about your experience, mention awards and innovative teaching techniques

Relevant experience/Future goals paragraph: connections with the university, mentoring undergrads, things that are unique about you and would make you a perfect fit for the position

Closing paragraph: state what is enclosed in your application, indicate that you will be at the JMM

Curriculum Vitae:

Education: list expected month and year

Research interests: bulleted list or a couple of lines explaining your interest

Teaching experience: include level of involvement, use course name (not number)

Publications: indicate if published, accepted, or submitted

Talks (Invited Talks, Conference Talks, Local Seminar Talks): try to vary your titles

Service and Professional Development: panels, events organized, referee work, committees, etc.

Fellowships and Awards: grants, teaching awards, fellowships, etc.

References: list in order of importance

Teaching Statement:

1 to 2 pages

Beliefs about teaching with specific examples to back up your beliefs

Display your growth and development as a teacher

Discuss your accomplishments

Written in first person

Give insight into a typical day

Be enthusiastic and emphasize ways in which you are student centered

Research Statement:

Lengths vary (typically 3-5 pages)

Introduction: for nonexperts, background and or motivation

Figures are nice

Research summary: summary of your work, emphasize your original work

Future research projects: describe future projects that you would like to work on and why they are important