

# Academic Job Search – Humanities & Social Science II

Creating Your Written Credentials: CVs, Cover Letters, Etc.

Andrew Green

# The Academic Job Search

- Preparing your Application Materials
  - 1. CVs
  - 2. Cover Letters
  - 3. Statements of Teaching Philosophy
  - 4. Letters of Recommendation

# Congratulations!

## I have good news and bad news

- Having listened to the sage advice offered by Andrew Green, you have successfully surmounted the challenge of obtaining an Assistant Professor position.
- Alas, the job you have landed is at Snowbound U, and you have the privilege to sit on your 1<sup>st</sup> Search Committee.
- You have 194 applicant files to review before the committee meets next week,
- What do you do? What do you look for to differentiate candidates?

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UNDERGRADS GRAD STUDENTS, PHDS & POSTDOCS ALUMNI EMPLOYERS PARENTS STAFF & FACULTY A-Z INDEX

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JOB SEARCH COUNSELING EVENTS AND WORKSHOPS



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# Graduate Students, PhDs & Postdocs

Whether you are interested in pursuing a career in academia or exploring the broad range of other professional options, the Career Center has workshops, events and online resources that can help you find job announcements, prepare your credentials, and bring you face-to-face with potential employers. Take a look at the [Grad Student & PhD Services](#) we offer, and be sure to sign up for one of the two PhD [CareerMail](#) lists.



If you're not sure what you want to do after grad school, PhD advisors [Debra Behrens](#) and [Andrew Green](#) can provide counseling and assessments that will help you in that decision-making process.

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[Careers Beyond the Academy](#)

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# Grad Students & PhDs - Career Center Special Events

The Career Center's PhD counselors offer customized workshops designed to meet the needs of graduate students, PhDs, and postdocs whether you are pursuing a faculty position or are focused on professional options outside of academia. For more information about Career Center services for advanced degree holders, visit [Graduate Students, PhDs, and Postdocs](#).



**Login to Callisto for complete event details and the latest information!**

<b>Academic Job Search in the Sciences + Engineering I (PDF)</b> Understanding the Search Process, Finding Job Announcements, and Managing your Online Presence	Aug 4
<b>Academic Job Search in the Sciences + Engineering II (PDF)</b> Creating Your Written Credentials: CVs, Cover Letters, Etc.	Aug 11
<b>Academic Job Search in the Sciences + Engineering III (PDF)</b> Gong Live - Interviews, Job Talks, and Negotiating the Offer	Aug 18
<b>Academic Job Search in the Humanities + Social Sciences I (PDF)</b> Understanding the Search Process, Finding Job Announcements, and Managing your Online Presence	Aug 20
<b>Academic Job Search in the Humanities + Social Sciences II</b> Creating Your Written Credentials: CVs, Cover Letters, Etc.	Aug 27

# Before Going "On the Market"

What you can do as a second year grad student

What to do when you advance to candidacy

The Career-Savvy Graduate Student

## The Job Search Process

The Hiring Process from the Other Side

## Nuts and Bolts

Finding Job Announcements

The CV - Part 1 Overview

The CV - Part 2 Elements

The Cover Letter

Letters of Recommendation

Teaching Portfolio

Interviewing

Negotiating the Offer

# Too Often Grad Students & PhDs

- *Deem These Truths to be Self-Evident*
- Don't Understand the Logic and Constraints that Search Committees Operate Under:
  - Time is Scarce
  - Your Audience Feels Overburdened
  - They are Risk Averse
- Your Job is to Make it Easy for Them



# Key Issues

- Know Your Audience
- Anticipate Questions and Concerns
- Clarity, Organization, and Consistency
- First Impressions Matter

# What They Want

Application elements requested in survey of 30 faculty postings from Science Magazine and the Chronicle of Higher Ed:

- Curriculum Vitae (30)
- Letter of Application (30)
- Description of future research plans/interests (21)
- Letters of reference (17)
- List of references (12)
- Statement of teaching philosophy (8)
- Representative reprints (7)
- Description of research accomplishments, abstract (5)
- Transcripts (4)
- Descriptions of possible courses (2)
- Summary of career/professional goals (2)

## The Curriculum Vitae (loosely, Latin for "the course of one's life/career")

is usually the first point of contact between you and your future colleagues. Its conventional purpose is to provide a concise overview of your academic background and accomplishments. More to the point, however, the role of the CV is to pique the interest of the reader, get her/him to take a closer look at you and your other application materials, and ultimately invite you for an interview.

# CVs: Making It Easy for Your Overburdened Audience

- Organization
- Clarity
- Consistency

# Organization

- Means that your information is presented in a manner that highlights what is most relevant, and pulls the reader's eye directly to it, rather than making him/her search for it.

## EDUCATION

2002-present **Ph.D. Cand. in Comparative Literature**,  
University of California at Berkeley. Specializing in 16th &  
17th Century Literature of Italy and the Netherlands.  
Dissertation title: “The Migration of Italian Genres Northward  
in the late Renaissance.” Chair: Hiram Walker

## EDUCATION

PhD **University of California, Berkeley**

Comparative Literature, expected May 2016

***The Migration of Italian Genres Northward in the Late Renaissance***

Hiram Walker (Chair), Linda Ryan, E. Barry Keehn

Examination Fields: Early Italian Literature, Early Dutch Literature, and Ethnic Studies

# If you're a postdoc, which comes first?

## EDUCATION

Postdoc      **University of California, Berkeley**  
Political Science, 2013- present  
Advisor: Alan Jose

PhD            **Rhode Island State University**  
Political Science, May 2012

***The Political Economy of Copyrights in the Spanish Empire***

Ikura Wasabi (Chair)

Areas of Expertise: Comp Politics, Cultural Economics, Latin America



# Clarity

is achieved by the use of concise, unambiguous language and formatting options that help the reader easily assimilate the information you want to convey.

## TEACHING EXPERIENCE

**Instructor**, Global Movements, **University of California, Berkeley**, Department of Anthropology, spring 2009.

**Teaching Assistant**, Introduction to Anthropology, **University of California, Berkeley**, Department of Anthropology, fall 2008.

**Teaching Assistant**, Social Science Methodology, **University of California, Berkeley**, Department of Anthropology, fall 2007.

## TEACHING EXPERIENCE

**Occidental College**, Department of English, Spring 2014

**Instructor**

***European Cultures II - The Enlightenment to the Present***

Team-taught, multidisciplinary survey course required for all freshmen.

***Contested Territories: Ethnic/Racial Literatures of the U.S. "Southwest"***

Upper Division; study of texts which treat the "Southwest" as a determining and originary site of cultural interaction and expressive production.

**University of California, Berkeley**, Department of English, 2009-2013

**Instructor**

***Junior Seminar - The Augustan Age***

Intensive study of critical and methodological problems in the study of literature.

**Teaching Assistant**

***Reading and Composition - Lawyers & the Law in Contemporary Society***

***American Literature: Before 1800*** (Upper Division)

## Teaching Interests

Comparative Politics, Japanese Politics, Political Economy, International Political Economy, and Methodology

## Teaching Interests

Comparative Politics  
Political Economy

Japanese Politics  
International Political Economy Methodology

# The Elements

- **Contact, not personal, information**
- **Education**
- **Dissertation**
- **Honors & Awards**
- **Publications**
- **Teaching Experience**
- **Teaching Interests**
- **Conference Presentations**
- **Professional Training**
- **Professional Affiliations**
- **Professional Experience**
- **University/Professional Service**
- **Reviewer**
- **References**

# References

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# Consistency

When the reader confronts different spacing, formatting, and fonts among similar items it is distracting, and provides an easy excuse to discard the offender.

# Making It Easy for Your Overburdened Audience

- Organization
  - What Three Things Should Your Audience Know After the First 6 Seconds?
- Clarity
  - Selective Use of Bolding & Indents
- Consistency
  - Avoid Speed Bumps



# Cover Letters: Key Issues

- Know Your Audience
- Anticipate Questions and Concerns
- Specific Elements
  - 1st Paragraph - Identify the Position & 15 sec speed dating
  - 2nd Paragraph - Your Dissertation
  - 3rd Paragraph - Your Next Project
  - 4th Paragraph - Discuss Your Teaching
  - Other - Any Connection to the Institution or Area

# Anticipate Questions and Concerns

- Will You be Finished?
- Why does Your Research Matter?
- Are You a One Trick Pony?
- How Will You Fit Into Our Department?
- Are You Thoughtful About Your Teaching?
- Can You Teach Our Students?
- Service Learning?
- Are You Too Berkeley?

# Teaching Portfolios

- Statement of Teaching Philosophy
  - 4 paragraph essay
  - Technology in the Classroom
  - Undergraduate Involvement in Faculty Research
  - Writing Across the Curriculum
- List of Courses and Sample Syllabi
- Teaching Evaluations
- Letters of Recommendations
- Videos

# Letters of Recommendation

- Meet With Your Chair
  - What to Bring
  - Where your Dissertation Fits
  - The State of Your Dissertation
  - Types of Jobs You're Applying For
    - Comp Lit vs. French
- How Many & Whom Else
- The Letter Service

# Writing Samples

- Dissertation Abstract?
- What to send?
- How Many?
- How Much?
- Should I send it?
- Statement of Research Interests

# General Guidelines

- The more the institution to which you are applying differs from UC Berkeley, the more you need to help them envision how you would be a productive member of their department.
- Allow for Overlaps
- Prepare to be Googled
- Final cuts are hard to make, don't give them an excuse to make an easy one.

# Sept 3 – Going Live Thursday at 3:30



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