

TOOLS FOR THE ACADEMIC JOB SEARCH

You will need to create several documents in preparation for your academic job search. They include: a curriculum vitae (also referred to as a "c.v."); cover letter(s); design sheets; references/letters of recommendation; teaching statements and research interests; and a portfolio. We can offer you several tips to help you get started on these materials. Please refer to the following suggestions as you begin your rough drafts.

Preparing a Curriculum Vitae:

Candidates for academic positions will be asked for a curriculum vitae instead of a resume. The c.v. places primary emphasis on the details of your education. A c.v.:

- Can be from 2-4 pages (young professional), 4-7 (more experienced professional)
- Stresses academic achievements, including teaching experience, publications, research papers/interests, presentations and exhibitions, awards and honors
- Lists references including name, title, phone numbers, address and email
- Can include a doctoral dissertation abstract and a statement of research or scholarly interests
- Follows a more traditional format than commonly used for resumes
- Personal data may be appropriate *if* it demonstrates your experience and expertise

Similar to the resume, your c.v. should be clear, grammatically correct, and organized to encourage the reader to contact you for an interview. Ideally, the curriculum vita emphasizes your accomplishments to your maximum advantage.

The c.v. generally begins with detailed information about your academic training. Next, list all of your relevant teaching and research experiences. Provide lots of details about your competency in these areas. Make your categories broad enough to cover a variety of experiences (teaching assistant, Career Discovery instructor, BAC instructor, etc).

Review and organize your educational and professional history by the following categories:

- Name and contact information
- Education - discuss your graduate and undergraduate work in detail. List each institution, degree, field of concentration and date of degree in reverse chronological order. Include the title of your dissertation and the name of your advisor and critics (if their inclusion would be of help). List additional research projects and activities related to your training.
- Honors/Awards- can be listed separately or grouped depending on number.
- Academic Experience- can be better categorized as teaching, projects or research if you have substantial expertise to warrant separate headings.
- Professional Experience- work experience in the field is highly valued for most academic positions.
- Licensure/Registration/Certification- list any credentials here.
- Publications/Presentations- are listed in standard bibliographic form and can be subcategorized if the list is long. Pay close attention to prestige hierarchies by emphasizing the credibility of presentations at established societies and associations or articles in referenced journals.
- Grants- list funding agencies and projects for which they were awarded.
- Scholarly and Professional Membership/Leadership- your membership or committee work for professional organizations can be a big plus on a c.v.
- Skills- foreign language skills and computer skills can be listed here.
- Personal- include travel, resident status if you are not a U.S. citizen, and interests that you feel are important. This section is completely optional.

Cover Letters:

Create a sample letter that you can use as a template and tailor each letter to the specific job/institution. Be certain that you double check each letter for spelling and accuracy, and remember that this letter demonstrates your writing ability. You may want to save all your correspondence to refer back to later.

Ensure that the letter addresses how well you fit with the institution and the contributions you will make to this specific department. Address the cover letter to the contact person, or if none is available, to the department chair. If you cannot locate the name of a person, you may address the letter to "Members of the Search Committee".

The first paragraph will serve to introduce you. Include your education level, graduation date, and years of experience. State how you learned about the job. The second and third paragraphs demonstrate how your research and qualifications fit the institution's needs, as well as courses you are willing to teach or develop. The closing paragraph reiterates your interest in and enthusiasm for the position.

Portfolio:

Depending on the school, you may need to send a portfolio of work up front or later in the application process. Be sure to solicit feedback on your portfolio from faculty and colleagues at the GSD. You may also want to have a more flexible portfolio that you can tailor to specific schools.

Statement of Research and Scholarly Interests:

This document is a focused two page representation of where your work is heading. Discuss your thoughts about the direction of your future work. This document should spark questions that the committee will pose to you about your work.

Teaching Materials/Teaching Portfolio/Teaching Philosophy:

Your statement of teaching philosophy may discuss approaches you have taken in the past and how students have responded to them. Teaching materials may include student work and syllabi from past courses. You may also develop a syllabus for a course you would like to teach in the future.

Please refer to curriculum vitae samples on the website as well as examples on display in GSD Career Services, 422 Gund Hall.

Sources of Academic Job Leads:

<http://chronicle.com/jobs/> Chronicle of Higher Education (Career Services subscribes)
<http://www.higheredjobs.com>
ASCA News has job postings for Architecture jobs (Check Loeb Library for ASCA News)
<http://www.academiccareers.com>
<http://www.acsp.org/jobs/jobs.html> (Planning Academic Jobs)

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