

Academic CV & Cover Letters

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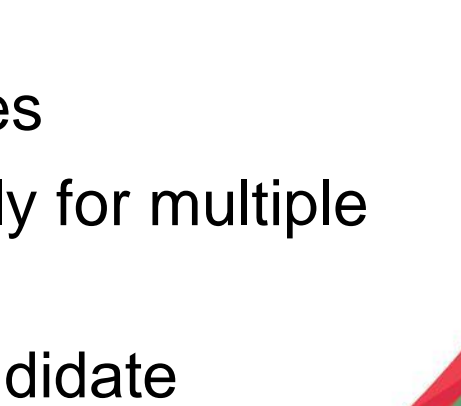


Today's Topics

1. Looking for positions
2. What you'll be asked to send
3. Basic academic CVs and cover letters
4. Improving and tailoring your application
5. What next?



Looking for Academic Jobs - Factors to bear in mind

- Understand the academic system in 'target' country
 - Know the academic seasons around the world and consider **timescales** – up to a year from application to starting for your own research funding!
 - Know your own discipline e.g. Finance and Economics have own job market systems
 - Think laterally about different disciplines
 - Level of competition, may need to apply for multiple positions
 - May be competing with the 'inside' candidate
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Looking for Academic Jobs – some places to start

UK and some international:

- www.jobs.ac.uk (comprehensive for UK)

US:

- Chronicle of Higher Education
- HigherEdJobs.com
- <http://www.academiccareers.com/>

Europe:

- EURAXESS job site: <http://ec.europa.eu/euraxess/index.cfm/jobs/index>
- www.academicjobseu.com

Australia:

- www.seek.com.au

Academic360.com meta-collection of websites for academic jobs in the US, Canada, UK and Australia.



Looking for Academic Jobs – More ideas


Internationally for Arts, Humanities and Social Sciences:

- Jobs and electronic forums on various topics, www.h-net.org

Funding opportunities:

- LSE website
<http://www2.lse.ac.uk/intranet/researchAndDevelopment/fundingOpportunities/fundingOpportunities.aspx>
- One to two year fellowships for people up to 5 years from finishing PhD in Economics, History and Civilization, Law, and Political and Social Sciences, www.eui.eu/maxweberprogramme

Also:

- If you know where you'd like to work keep an eye on their website
 - Use contacts and networking to find out about upcoming vacancies e.g. at conferences.
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Wide Variety of Academic Jobs

– Consider these job titles

Research fellow

Postdoctoral researcher

Assistant professor

Research associate

Lecturer

Research assistant

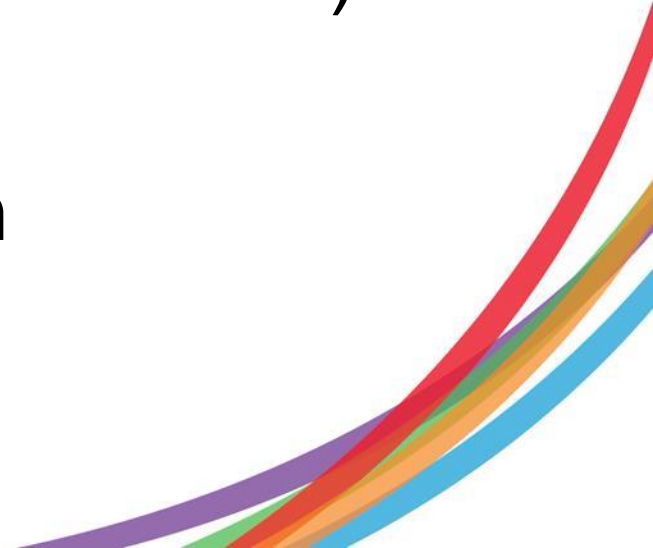
Teaching fellow

Temporary lecturer


Tenure-track



What You'll Be Asked to Send

- Application Form and CV
 - Research Statement
 - Teaching Statement (not usual in UK)
 - Personal Statement
 - Abstract of PhD Dissertation
 - Cover Letter
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Basic Academic CV

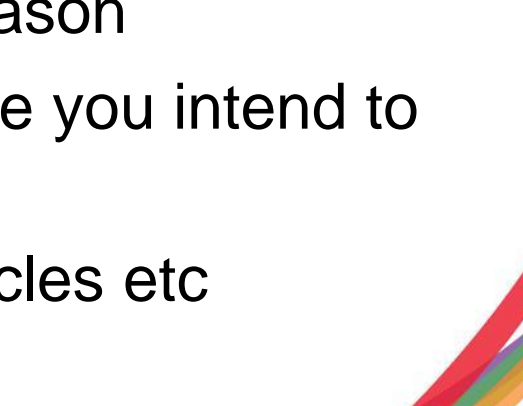
- Length not important
 - Use a clear, simple layout
 - Organise content sensibly within sections with use of sub-headings
 - Use reverse chronological order
 - Make sure your reader will understand it – avoid institution-specific terminology for example
 - Provide enough detail for them to know what you did
 - Be very clear in your publication section
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Section Heading Ideas for Academic CVs

- Name and contact details
- Research areas
- Education
- Research positions/academic appointments
- Awards and research grants
- Teaching experience
- Publications
- Conference presentations
- Organisational and administrative experience
- Professional affiliations/memberships
- Additional skills (e.g. languages, IT)
- References



Presenting Publications

- Use clear headings to indicate content – separate out peer-reviewed and other forms
 - Be clear about whether publications are ‘in preparation’, ‘submitted’, ‘under review’, ‘accepted for publication’ etc
 - Include planned publications within reason
 - Indicate for planned publications where you intend to submit them
 - Group e.g. blog posts, newspaper articles etc
 - Avoid any sense of ‘padding’
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Help with teaching statements:

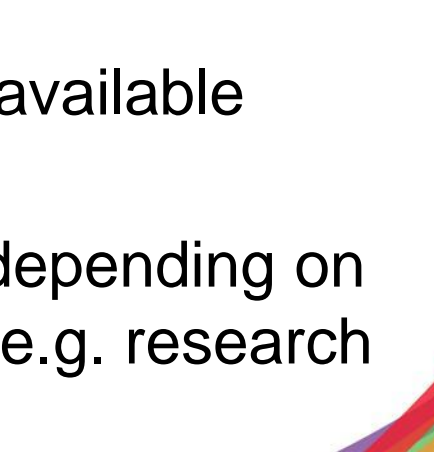
'Teaching Strategies: The Teaching Philosophy/Teaching Statement', Center for Research on Learning and Teaching, University of Michigan, with links to many other resources on the topic: <http://www.crlt.umich.edu/tstrategies/tstpts.php>

'Writing a Meaningful Teaching Statement', McGraw Center for Teaching and Learning, Princeton University: <http://www.princeton.edu/mcgraw/library/for-grad-students/teaching-statement>

'How to Write a Statement of Teaching Philosophy' by Gabriela Montell in The Chronicle of Higher Education: <http://chronicle.com/article/How-to-Write-a-Statement-of/45133>



Basic principles of a good covering letter


- Introductory paragraph – refer to job title, where it was advertised
 - Talk about why you want to go to that specific department/institute
 - Talk about what you can bring to them with **evidence** – persuade them to interview you!
 - Concluding paragraph - include any unavailable interview dates if appropriate
 - Length – can range from 1 to 3 pages depending on what else is included in the application e.g. research proposal
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Improving and tailoring your application


- Thoroughly read the job advert
- Research the institution/department/people
- Put yourself in the position of the selector
- Pitch it at the right level



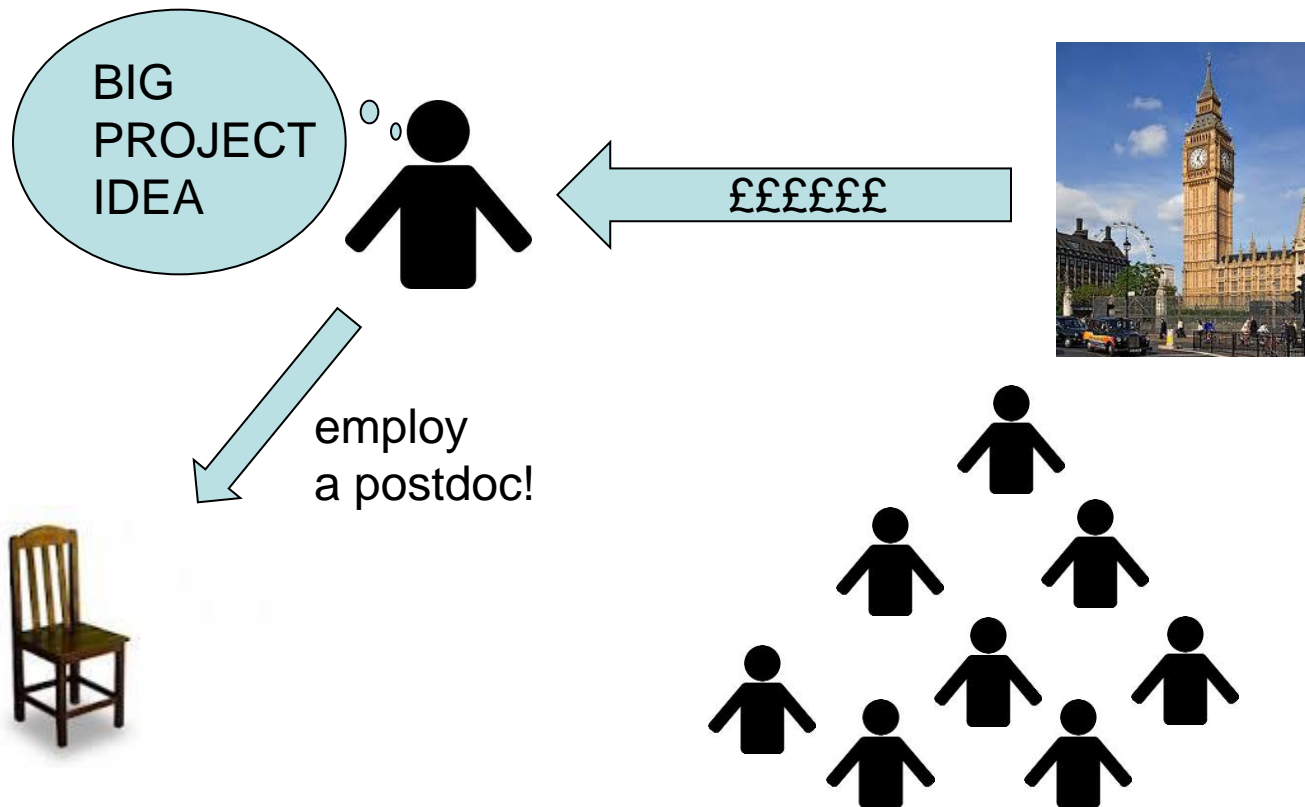
Analysing the Job Advert – Some questions for you to keep in mind

1. What is the balance between research and teaching?
 2. Is this position for me to direct my own independent research or is it to work on someone else's research project?
 3. Is this fixed-term/contract or is it a permanent position?
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Answers to these questions will...

- help you to create a focussed, 'made to measure' job application
 - help you to decide if it is the right next step for you
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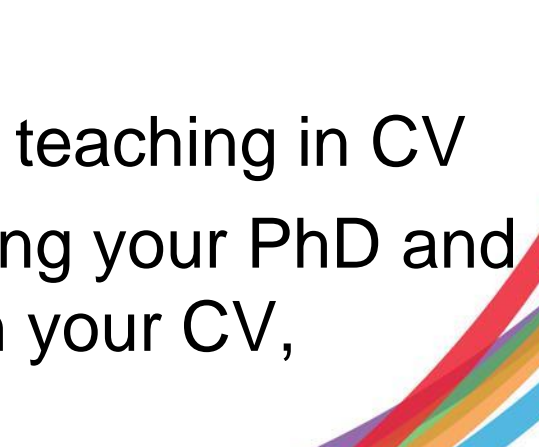
Postdoctoral researcher on someone else's project:

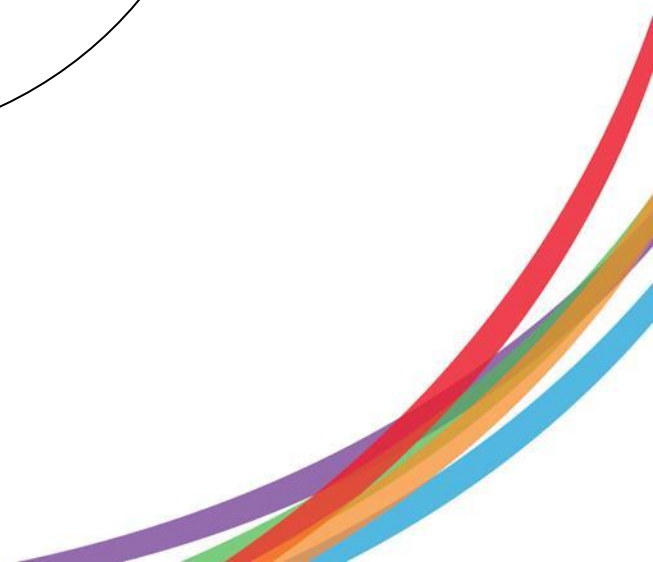
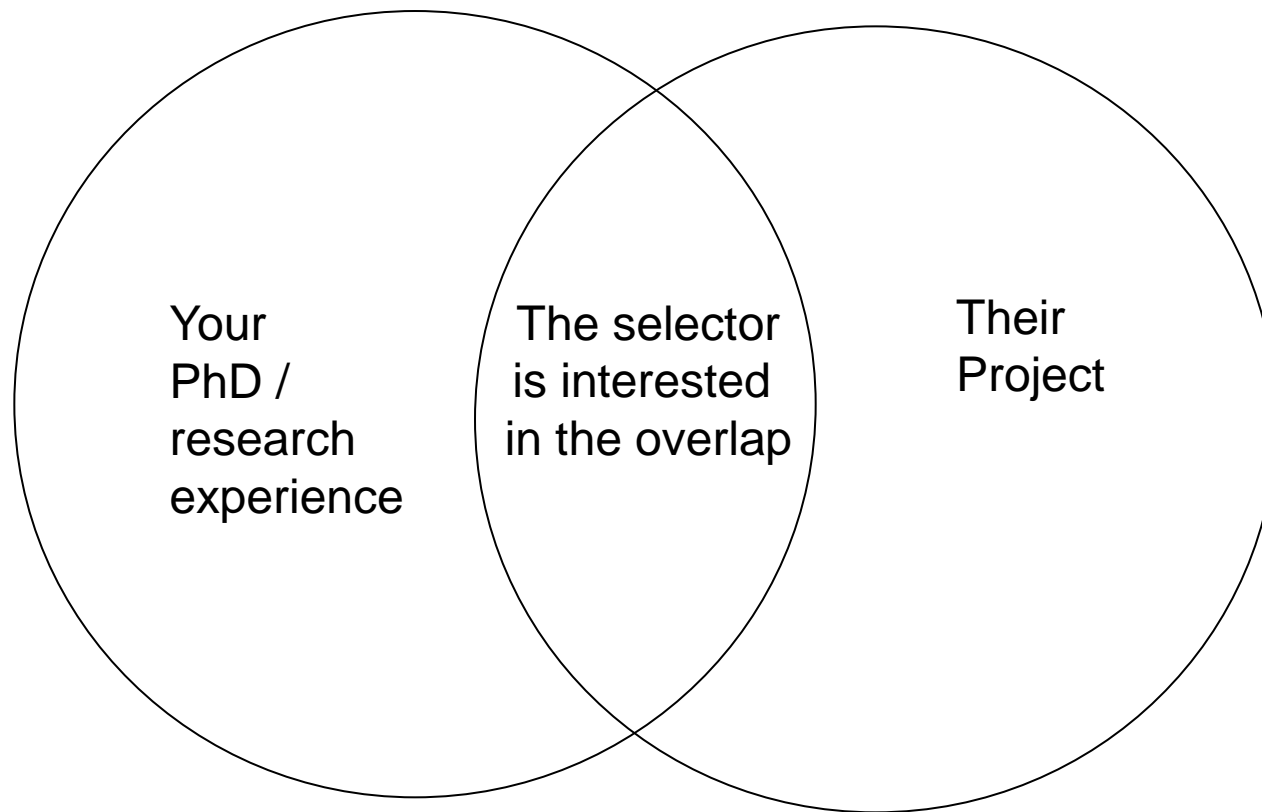


Selector will be looking to see in candidates:

- Understanding of project aims
 - Motivation and enthusiasm
 - Productivity
 - Useful skills for this project
 - Ability to work with others
 - Strong references
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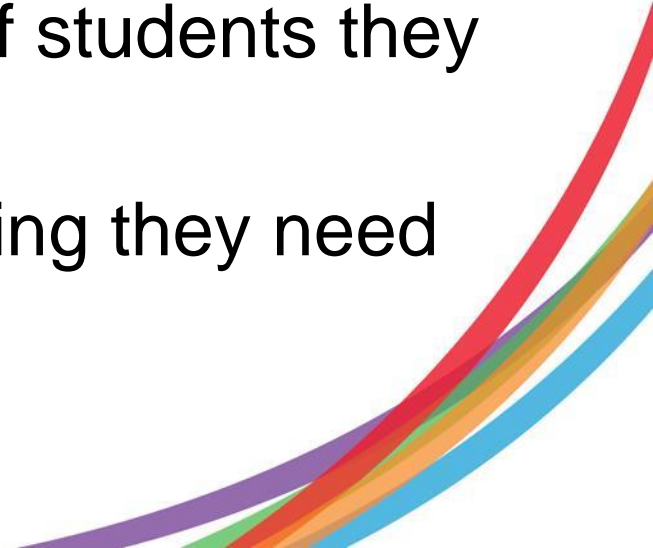
So:

- Read up about the project and read a bit around the project
 - Envisage yourself doing this research – what would make it easy for you to do it well e.g. previous experience, skills, knowledge
 - Draw attention to these overlaps in your interests, skills etc in your cover letter
 - Highlight research experience over teaching in CV
 - Describe what you actually did during your PhD and any research assistant positions on your CV, especially if it is relevant
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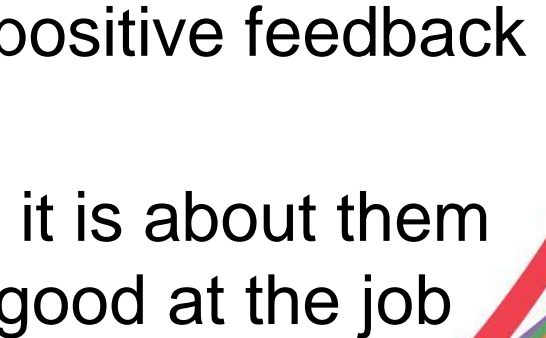


Teaching Fellow/Fixed Term Lecturer

Selector will be interested in:

- Your subject credentials: degrees, research etc
 - Your teaching experience and outcomes
 - Whether you can teach the courses they need
 - Whether you can teach the type of students they have
 - Whether you can teach in the setting they need (lecturing, groups etc)
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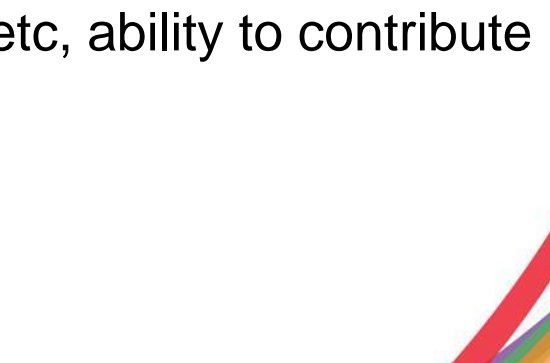
So:

- Find out about the department and their teaching
 - Search their website as if you were a student
 - Think about how your teaching experience matches their needs
 - Highlight teaching on CV – straight after Education
 - Include detailed information on teaching such as type of students, style of teaching, positive feedback on your teaching
 - Talk in your cover letter about what it is about them that attracts you and why you'd be good at the job
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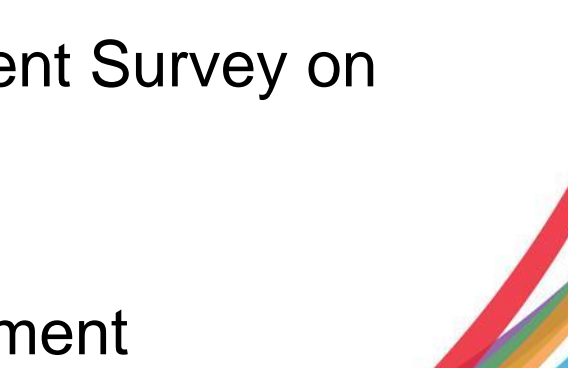
Lectureships: an example

Permanent lectureship in Sociology at Manchester

They require:

- Ability to fund your own research (knowledge of how research is funded in your discipline, experience of winning funding)
 - Research 'vision', your plan for future research
 - Strong research track-record – publications etc, ability to contribute to the REF 2014
 - Your reputation in your field
 - Teaching
 - Administration
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Your background research

- What research has been done/is being done there?
 - Who works in the department? Potential for collaborations?
 - What are the future plans for research there?
 - Look up the departmental RAE2008 submission and results
 - Look up the results of the National Student Survey on unistats website
 - Look up the QAA Institution report
 - Think about how you 'fit' with the department
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- A series of five overlapping, curved lines in red, orange, yellow, green, and blue, starting from the bottom right and curving upwards and to the left.

Further help

LSE Careers:

Floor 5, Saw Swee Hock Student Centre, Sheffield Street
Careers advice, CV and cover letter review,
application form, practice interviews

- Book an appointment: careers.lse.ac.uk

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