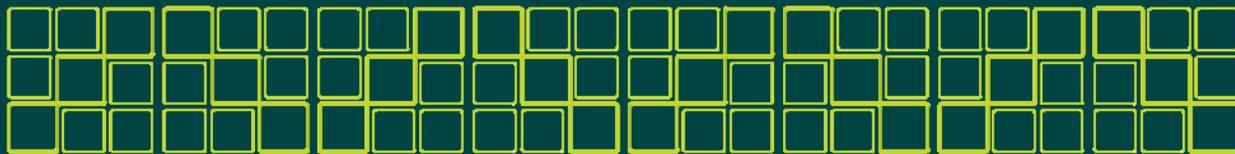


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# Academic Positions

William J. Higgins  
Associate Professor of Biology  
University of Maryland  
Consultant, OITE, NIH

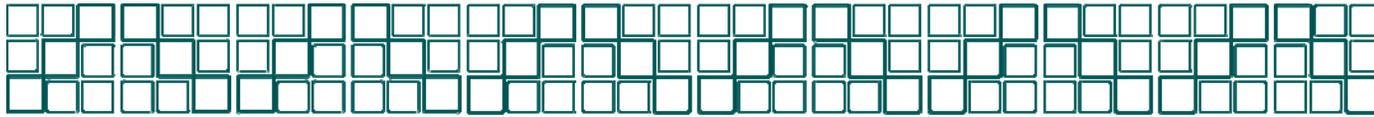


# An Application to a University or College

1. Cover Letter
2. Curriculum vitae
3. Research Summary
4. Teaching Statement
5. Letters of Support
6. Achievement Portfolio

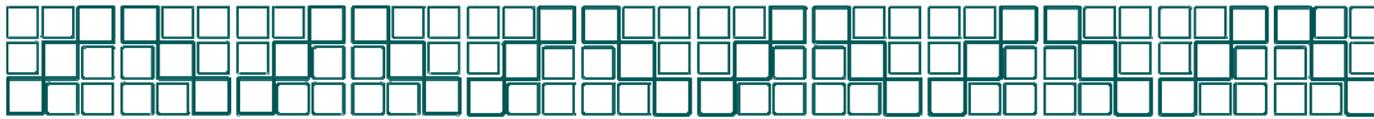
# The Keys to Success:

Doing your homework  
and  
making the application relevant!



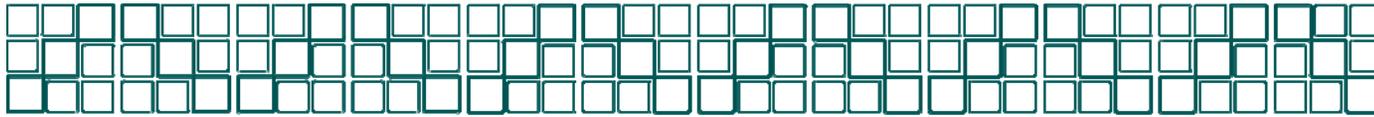
# Your Homework!

- You know everything posted about the institution
- You have spoken with every colleague who knows anything about the institution
- You have made a list of positive, attractive features of the institution and position and will utilize these as often as possible during the application process
- Before the interview, you will “know” the department



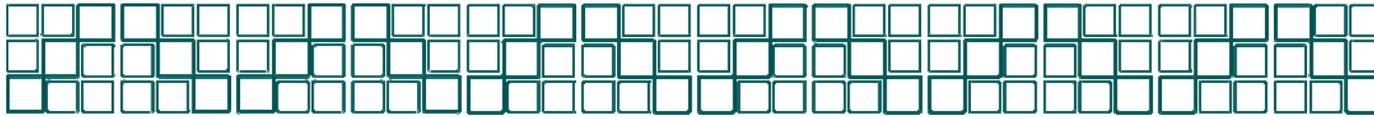
# Cover Letter

- Evidence of your interest
  - This is a career choice, not a fallback position
- Enthusiasm for position as described, e.g., teaching
- Good fit
- What you bring
  - Examples!
  - Include potential contacts and collaborators



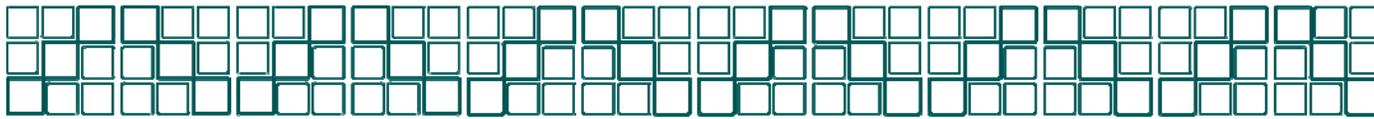
# Curriculum vitae

- Components:
  - Personal Information
  - Education
  - Professional Positions
  - Grants and contracts
  - Publications
  - Presentations
  - Honors and Awards
- Different is weird!



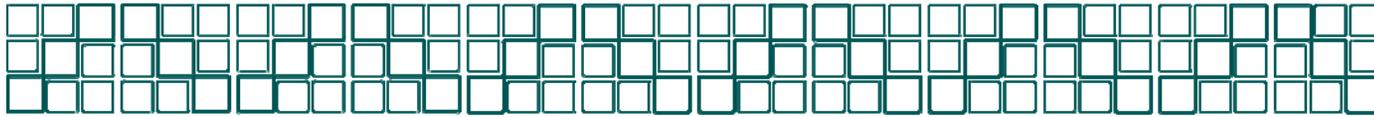
# Research Summary

- Clear, concise, significant
- Evidence of productivity
- Any carry over for benefit of students
  - Note any relevant existing facilities
- Future plans



# Teaching Philosophy

- Do your homework! Identify needs.
  - Read position announcement and web site
- Your philosophy with examples
- What courses? and proof you can cover them
- Relevance of your experiences and expertise
  - On line experience
  - Lab skills that translate
  - Grant writing



# Letters of Support

- Coordinate each application with letters
- You will be a good teacher and mentor
- This is a desired career path
- You are
  - a *people person*, charming and witty!
  - organized and an organizer
  - problem solver

# Achievement Portfolio

- Go on line and find instructions and examples
  - Many institutions have their own guidelines

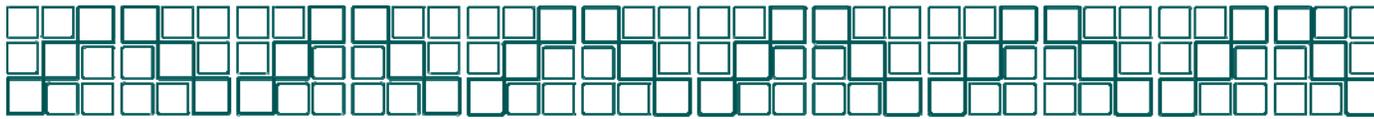
# Administration?

- Same principles apply
- Interest and desire must be clearly expressed
- Concrete examples to support your qualifications and qualities
- Letters are very important

“Bad writing makes you look stupid.

Good writing covers a multitude of shortcomings.”

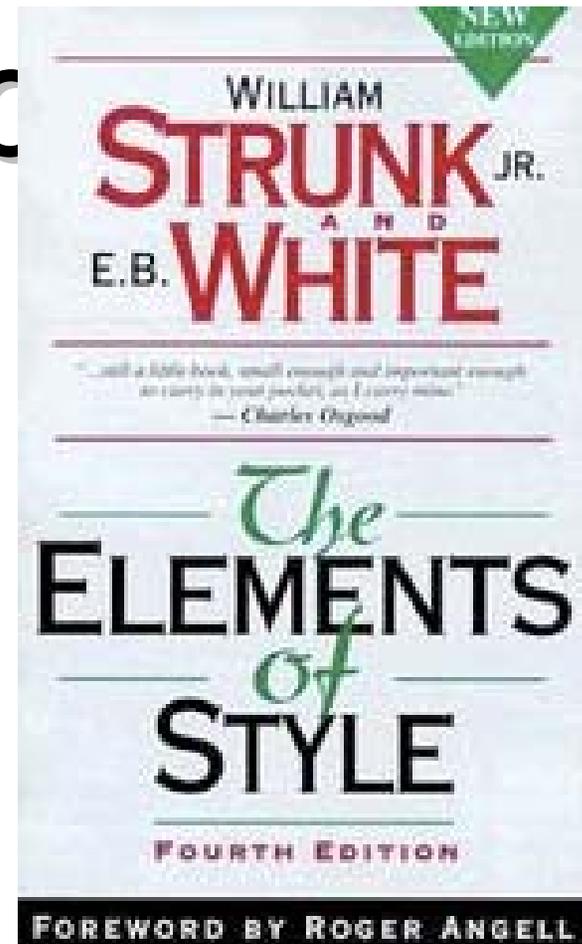
R. Compton, 2004

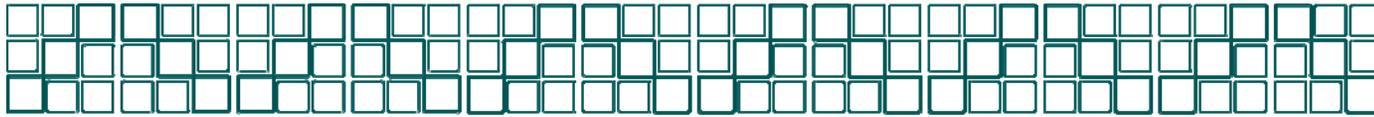


# Step #1: The Resource

Strunk & White

*The Elements  
of Style*





**Step #2: The  
Strategy.  
Read your final  
product aloud!**