

Sources for preparing an application package

prepared by Cynthia J. Jameson, University of Illinois at Chicago

An academic application package typically consists of: cover letter, curriculum vita, research plan, teaching statement, list of recommendation letter writers

1. The cover letter:

Berkeley Career Center - The cover letter

<http://career.berkeley.edu/PhDs/PhDcover.stm>

UIUC Career Services Office - Cover letters

<http://www.grad.illinois.edu/careers/ac-letters>

2. The CV:

Berkeley Career Center - The CV

<http://career.berkeley.edu/PhDs/PhDCV.stm>

UIUC Career Services Office - Writing CVs

<http://www.grad.illinois.edu/careers/cv>

3. The research plan:

ScienceCareers (AAAS): Jim Austin, *Writing a Research Plan* for the application package,

<http://www.sciencemag.org/careers/2002/07/writing-research-plan>

American Chemical Society: *Writing the Research Plan for Your Academic Job Application*

<https://www.acs.org/content/acs/en/education/students/graduate/writing-the-research-plan-for-your-academic-job-application.html>

Academic Coaching & Writing: Caroline Eisner 2012, *Writing the Research Statement: How and Why You Research What You Do*

<https://www.academiccoachingandwriting.org/academic-writing/academic-writing-blog/vi-writing-the-research-statement-how-and-why-you-research-what-you-do>

4. Developing a teaching philosophy and writing a teaching philosophy statement:

Science Careers (AAAS): *Writing a Teaching Statement*

<http://www.sciencemag.org/careers/2006/04/writing-teaching-statement>

ACS: *How to write a Teaching Philosophy for Academic Employment*

<https://www.acs.org/content/acs/en/education/students/graduate/six-tips-for-writing-an-effective-teaching-statement.html>

<http://careers.scs.illinois.edu/wp-content/uploads/2014/09/Academic-Teaching-Philosophies.pdf>

Berkeley Career Center: Academic Job Search – Teaching Portfolio

<http://career.berkeley.edu/PhDs/PhDportfolio>

Cornell University:

<http://gradschool.cornell.edu/career-guide/teaching-philosophy-statement>

OSU: *Developing a teaching portfolio and writing a teaching philosophy statement.*

<http://ucat.osu.edu/professional-development/teaching-portfolio/philosophy/>

<http://ucat.osu.edu/professional-development/teaching-portfolio/>

University of Michigan:

<https://pdfs.semanticscholar.org/6de8/18107aa7f8129a7b079a6f7f051ee4747345.pdf>

Columbia University:

<http://www.columbia.edu/cu/tat/pdfs/teaching%20statement.pdf>

University of Washington:

http://depts.washington.edu/leadta/hist_ta_web/resources/career/UW_Academic_Jobs_Teaching_Statements.pdf

Iowa State U: *Questions to address in writing a teaching philosophy statement:*

<http://www.celt.iastate.edu/faculty/document-your-teaching/writing-a-teaching-philosophy-statement>

The Chronicle of Higher Education: James M. Lang 2010, *4 Steps to a Memorable Teaching Philosophy*

<http://www.chronicle.com/article/4-Steps-to-a-Memorable/124199>

The Chronicle of Higher Education: Gabriella Montell 2003, *How to write a Statement of Teaching Philosophy*

<http://www.chronicle.com/article/How-to-Write-a-Statement-of/45133>