

Job Applications in Academia

ICERM Professional Development Program



Preparation for the academic job market

Create and use opportunities to:

- Participate in conferences.
- Give and attend talks.
- Meet seminar speakers, visitors, conference participants, talk about your and their research.
- Build your own network of contacts, go for lunch or dinner with seminar speakers and colleagues.
- Seek teaching opportunities and document your teaching, work with undergraduates over the summer.

Job advertisements for academic positions

Mathjobs: <http://www.mathjobs.org/>

SIAM: <http://jobs.siam.org>

Europe: <https://euromathsoc.org/jobs>

Application package for academic positions

- Cover letter(s)
- Curriculum Vitae
- List of reference writers
- Research statement
- Teaching statement
- Diversity statement

Ask your advisor for input. Ask a friend to proofread your application materials carefully (in particular, if English is not your native language).

Cover sheets in Mathjobs

AMS AMERICAN MATHEMATICAL SOCIETY

Create a New AMS Cover Sheet

Last(Family) Name*

First Name or Initial*

Middle Name or Initial:

Complete Mailing Address:

Street1

Street2

City Providence Zip

State Rhode Island Zip

Country United States of America

Email address*

Home Phone

Cell Phone (for voice call or text messaging)

Current Institutional Affiliation:

Institution Name

Street

City Providence Zip

State Rhode Island Zip

Country United States of America

Current Position Title

Position Dates

Department Name

Work Phone ()

Highest Degree Held or Expected:

Degree Institution, Department:

Country: United States of America

Date of Degree: Select One (YYYY)

Ph.D. Advisor:

Thesis Title:

Select your research interests; you can choose different ones later on each application:
(Optional) Click on the below to select any 2nd-level research interests.

Primary Interest: Select One

Secondary Interest: Select One

Tertiary Interest: Select One

Give a very brief (450 characters maximum) synopsis of your current research interests (optional, leave it empty if not suitable for all your applications):

MAKE SURE TO FILL THIS OUT!

Web pages with links or information on your research:

Most recent position held, if any, post Ph.D.: (could be the same as the current position)

University or Company:

Position Title:

Dates:

Do you have U.S. citizenship or permanent residency? yes

Would you like to be considered for a temporary position?

If yes, please check the appropriate boxes:
 Postdoctoral Position 2+ Year Position 1 Year Position

Reference # 1 concerns teaching email notify writer on submit

Email:* (must be valid & unique)

Name:* (firstname [middlename] lastname)

Affiliation:

Reference # 2 concerns teaching email notify writer on submit

Email:* (must be valid & unique)

Name:* (firstname [middlename] lastname)

Affiliation:

Reference # 3 concerns teaching email notify writer on submit

Email:* (must be valid & unique)

Name:* (firstname [middlename] lastname)

Affiliation:

Reference # 4 concerns teaching email notify writer on submit

Email:* (must be valid & unique)

Name:* (firstname [middlename] lastname)

Affiliation:

Questions about your MathJobs.Org account:

- List me in the "Job Wanted" (or "Free agent") list , which is only accessible by registered employers.
- List me in the "Minority Registry" . Please fill out the EEO Questionnaire Form (empty).
 - If yes to either, please describe the positions that you are looking for:
- Listed until 2024-07-01 (YYYY/MM/DD)
- Privacy: hide my name, hide my contact info, hide my reference list (from your reference writers too)
- Automatically select previously selected files in new applications.
- Email notify me when new reference letters are uploaded by the writers.
- I'm now off the job market (i.e., no longer looking for new employment), please indicate so to all employers where I have a current application.
- Delete my account (include all portfolio files and all references) right now.
- Remove my account and all files automatically once all the jobs I've applied are finished.

Submit

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Cover letter

Use the cover letter to introduce yourself.

- Position you are applying for.
- Current affiliation and position.
- Area of interest.
- Specific professional interest you may have in the institution.
- Faculty with whom you expect to interact and work.

Personalize the cover letter (if feasible).

Liberal arts colleges sometimes read cover letters closely to decide whether you are a good fit for their faculty position.

What goes on a CV?

The optimal order for elements depends on the job you're applying for.
List the most important information first!

- Contact information
- Academic positions
- Education
- Awards & Honors
- Grants
- Publications
- Teaching
- Presentations
- Service
- Other work experience, computer skills, ...

Reference writers

Usually three to four letters, one addressing teaching.

Letters of recommendation are very important; many reviewers read them before your research statement! Think carefully about whom to ask:

- Referees should know you and your work well enough to make a meaningful, sound judgment.
- If possible, ask referees who are well known in their field and preferably from different places
- For the teaching letter, ask somebody whom you worked with as a TA; if you taught a course as a lecturer, ask an appropriate faculty member to visit one of your classes to help them write a letter.

Practical tips

Ask your letter writers early, give them plenty of time to submit. Most faculty require a month to write a strong letter. Keep in mind that some faculty write upwards of 40 letters a year, concentrated in the fall.

Provide letter writers all the information they will need to write: your CV and research statements, papers and preprints, and possibly draft work if this is relevant. For teaching letters provide lists of courses taught, course evaluations, and possibly materials from your classes.

Letter writers appreciate receiving the list of schools where you'll be applying in advance. This is important if letters have to be uploaded individually.

Research statement

- First part should be accessible to a general mathematical audience.
- Put your research interests into a broad perspective.
- Address your current and future research interests in more depth.
- For future research projects, find a good balance between concrete problems that you wish to work on and your long-term vision.

Have fellow students, advisers, mentors, read them.

Keep in mind that the shorter a statement, the higher the chance that it will be read.

Teaching statement

Be concise, concrete, and clear!

What are your objectives as a teacher?

How would you teach to achieve your goals?

If you have taught, describe activities and techniques you have used with your students, as an instructor or TA.

Aspects to consider: testing or evaluation of students, experience with pedagogical methods like flipped classrooms, courses you might like to offer as a faculty member, and examples of how you responded to feedback.

Diversity statements

Diversity statements are not required at all universities.

They are used in different ways. some searches – especially for interdisciplinary hires cutting across departments – use these as an initial screening tool. In these cases, the institution may have a general rubric for evaluating them; these can sometimes be found online. Other departments evaluate these later in the review process to gauge a candidate's contributions to training and mentoring.

Aspects to consider for your statement: reflections on your personal experiences, concrete examples of things you have done to support a diverse academic community, contributions you might make as a faculty member.