

## Checklist for Application Package

Cynthia J. Jameson, University of Illinois at Chicago

### A guide to help you in self assessment of your application package

ok	Needs to improve	Checklist for application package	comments
<b>Cover letter</b>			
		should not exceed a page and a half or two at the most	
		tone should be that of a confident professional	
		identify the position you are applying for by rank and sub-field in the first sentence or two, how you learned about it	
		contain a clear statement of your research and teaching interests, and how your qualifications match the requirements of the job description	
		if your profile diverges from the specifics of the job description, say why you are nonetheless a strong candidate	
		frame your research in terms of your sub-field and discipline	
		note the recognition your work has received in the form of competitive grants, awards, publications in refereed journals, and/or presentations at major conferences	
		future direction of your research	
		teaching awards you have won	
		how you would fit into and enhance the department's offerings, how you would strengthen them as a department	
		list the materials you have enclosed (e.g., CV, transcripts, research statement, teaching statement, etc.) and are having sent separately (letters of recommendation)	
		"thank you for your consideration"	
<b>CV</b>			
		Organization: your information is presented in a manner that highlights what is most relevant and pulls the reader's eye directly to it, rather than making him/her search for it	
		Clarity: use of concise, unambiguous language and formatting options that help the reader easily assimilate the information you want to convey	
		Consistency: a uniform "look" (formatting: bold, bullets, fonts, spacing)	
		Present early what is your most complimentary information for the advertised job.	
		Applying to a research university: emphasize your research, publications, presentations, & awards	
		list peer-reviewed journals separately from conference abstracts, and other non-peer-reviewed work	
		Applying to a small college: list all teaching involvement, including brief informative descriptions of what you actually did, mention tutoring, or working with high school students	
<b>Research Plan</b>			
		research plan is a map for your career as a research science professional	
		demonstrate your intellectual vision and aspirations	
		begin to demonstrate the creative and independent thinking required of a successful scientist	
		choose an important subject; a manifestly important goal; convince reader this work is important	

	identify your goals, state why those goals are important, define your approach to achieving those goals, and indicate the kinds of evidence that will validate your approach	
	be specific but no superfluous details	
	focus on the major themes of your future research program	
	not: confusing, full of jargon, or vague generalities	
	solid, well-considered realistic plan	
	two or more compelling approaches all of which have good chance of success	
	built on your prior experience but not direct extensions of previous work	
	imaginative ideas that differ from your Ph.D. or postdoctoral research	
	make a good first impression to survive the early stages of winnowing	
	can withstand intense scrutiny in the later stages when the research plan separates the “to be interviewed” from the rest	
	clearly stated research goals, the most compelling motivation, and the general approach you intend to take in the first ½ page	
	good layout	
	good graphics	
	focus on contributions to scientific knowledge	
	avoid obvious mistakes, avoid obvious hype	
	motivate your work (why must this research be done?)	
	present a workable strategy	
	demonstrate your awareness of other work being done in the field	
	customize your research plan to institution, research university: present more than one good imaginative idea, propose work worthy of federal funding	
	customize your research plan to institution, small college: clearly state how research could be done by undergraduates, include specific examples of meaningful student projects	
<b>Teaching Statement</b>		
	your view of learning and how do you facilitate this process in the classroom	
	your view of teaching; what you think is the professor's role in the classroom	
	how would you challenge students intellectually while supporting those with different learning styles and abilities	
	your teaching goals: what should students get out of your course	
	how you plan to accomplish (design, implement) your teaching goals	
	personalized; <i>your</i> experiences and <i>your</i> beliefs	
	a list of courses you could teach (tailored to the department)	
	If applying to small college: show that you understand an undergrad school like this one	
overall comments on complete application package		