

Cover Letter

- Stand out in some simple way so your application is taken more seriously
- Mention something specific about the school you are applying for in order to indicate that you have done your research about the school (as opposed to just applying because the deadline is approaching)

Curriculum Vitae

- Organize the sections based on where you are applying
- Place teaching before research if you are applying for a lecturer position or tenure track at a teaching-oriented school (liberal arts, community college, teaching post-doc, etc.)
- List research before teaching if you are applying for a post-doc or research-oriented position
- Including additional skills like foreign languages may be beneficial when appropriate; listing programming languages could help if your research or teaching will rely on it

Teaching Statement

- Give examples of your specific teaching style and how you run your classroom; consider describing an average day in your discussion or lecture
- Describe your overall pedagogy succinctly; focus on the type of relationship you develop with your students over the semester
- If you have additional experience beyond what you consider typical of a single semester as a TA (teaching two sections, not having a grader, writing homework solutions, etc.) emphasize this as a strength of your application

Research Statement

- Break down large swaths of text and symbols into easily readable, or at least decipherable, chunks by creating sections of the research statement
- Give non-rigorous descriptions (i.e. with as little math as possible, using intuitive ideas) of your methods, results, and goals alongside the technical presentation of these areas
- Emphasize that your project can lead to years of future research, and describe how you can lead graduate students and / or undergraduates in group or individual projects
- Describe your experience with applying for grants or other sources of project funding, if you have any

Diversity Statement

- Research the specific outline of the statement for the school or program, and focus on using the same language in their inclusivity guidelines
- Describe any specific experience you have working with different underserved populations or learning about bias awareness
- Explain any goals you may have for making your future workplace a welcoming environment for students regardless of race or creed

Recommendation Letters

- Ask wisely: make sure you choose someone you have a good relationship with; they should at least know you by first name; consider asking someone available from outside your university if it is appropriate (you would need to plan this well in advance)
- Ask widely: consider having backups for your letter writers in case someone falls through or does not contact you otherwise
- Ask early: make sure you give your letter writers plenty of notice, at least a month if not more, to get their letters finalized, and emphasize what the content of the letter must be (research v.s. teaching)
- Ask frequently: check in with your writers in advance of your first application deadline, maybe week ahead of time, to make sure they're ready